SP 1200SF/SP 1200S
Software User's Guide

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Important Information in "User's Guide" before using the machine.

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1 Printing

Note

The screens in this section are from Windows® XP. Screens on your PC may vary depending on your operating system.

Using the printer driver

A printer driver is software that translates data from the format used by a PC into the format needed by a particular printer, using a printer command language or page description language.

The printer drivers are on the CD-ROM we have supplied. Install the drivers by following the *Quick Setup Guide*. You can download the latest printer driver from our Web site.

Windows® Printing

The dedicated printer drivers for Microsoft® Windows® 2000 Professional/XP/7/Windows Vista® are available on the CD-ROM supplied with your device. You can install them easily into your Windows® system using our installer program. The drivers support our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings, including economy printing mode and custom paper size.

Printing a document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes. (See the *User's Guide* for information about the Paper Tray and Recommended paper.)

1. From your application, choose the Print command.
   If any other printer drivers are installed on your computer, choose **TYPE 1200SF** or **TYPE 1200S** Printer as your printer driver from the Print or Print Settings menu in your software application, and then click OK to begin printing.
2. Your computer sends the data to the machine.
3. When the machine finishes printing all the data, the LCD shows the machine status.

Note

You can choose the paper size and orientation in your application software.

If your application software does not support your custom paper size, choose the next largest paper size.

Then adjust the print area by changing the right and left margins in your application software.

Duplex printing

The supplied printer driver supports manual duplex printing.

Guidelines for printing on both sides of the paper

- If the paper is thin, it may wrinkle.
- If paper is curled, turn over the stack, straighten it and then put it back in the paper tray or the Manual Feed Slot.
- If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.
- When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.

  If there is a paper jam, see *Paper jams* in the *User's Guide*. If you have a print quality problem, see *Improving the print quality* in the *User's Guide*.

Manual duplex printing

The machine prints all the even-numbered pages on one side of the paper first. Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or thick paper is not recommended.

Simultaneous scanning, printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during PC printing. However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.

Printer operation keys

Job Cancel

To cancel the current print job, press **Job Cancel**. You can clear the data that is left in the printer memory by pressing **Job Cancel**. To cancel multiple print jobs, hold down this key until the LCD shows `Job Cancel (All)`.

Printer Emulation Support (SP 1200SF only)

Your machine will receive print commands in a printer job language or emulation. Different operating systems and applications will send the print commands in different languages. Your machine can receive print commands in a variety of emulations and has an automatic emulation selection feature. When the machine receives data from the computer, it automatically chooses the emulation mode. The default setting is Auto.

Your machine has the following emulation modes. You can change the setting by using the control panel.

■ HP LaserJet Mode

The HP LaserJet mode (or HP mode) is the emulation mode in which this printer supports the PCL6 language of a Hewlett-Packard® LaserJet laser printer. Many applications support this type of laser printer. Using this mode will allow your printer to run at its best with those applications.

■ BR-Script 3 Mode

BR-Script is an original page description language and a PostScript® language emulation interpreter. This printer supports PostScript®3™. The BR-Script interpreter of this printer allows you to control text and graphics on the page.

For technical information about PostScript® commands, see the following manuals:

- Adobe Systems Incorporated. PostScript® Language Reference, 3rd edition. Addison-Wesley Professional, 1999. ISBN: 0-201-37922-8
- Adobe Systems Incorporated. PostScript® Language Program Design. Addison-Wesley Professional, 1988. ISBN: 0-201-14396-8
- Adobe Systems Incorporated. PostScript® Language Tutorial and Cookbook. Addison-Wesley Professional, 1985. ISBN: 0-201-10179-3

Setting the Emulation mode

1. Press **Menu**, **4**, **1**.
2. Press ▲ or ▼ to choose `Auto`, `HP LaserJet` or `BR-Script 3`. Press **OK**.
3. Press **Stop/Exit**.

Note

We recommend that you set the emulation setting with your application software. If the setting does not work properly, choose the required emulation mode manually using the control panel buttons of the machine.

Printing the Internal Font List (SP 1200SF only)

You can print a list of the machine's internal (or resident) fonts to see how each font looks before you choose it.

1. Press **Menu**, **4**, **2**, **1**.
2. Press **Start**. The machine prints the list.
3. Press **Stop/Exit**.

Printing the Print Configuration List (SP 1200SF only)

You can print a list of current printer settings.

1. Press **Menu**, **4**, **2**, **2**.
2. Press **Start**. The machine prints the settings.
3. Press **Stop/Exit**.

Test Print (SP 1200SF only)

If you are having problems with print quality, you can do a test print.

1. Press **Menu**, **4**, **2**, **3**.
2. Press **Start**.
3. Press **Stop/Exit**.

Note

If the problem appears on the printout, see *Improving the print quality* in the *User's Guide*.

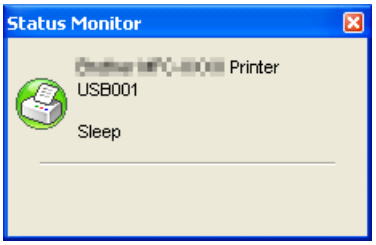
Restoring default printer settings (SP 1200SF only)

You can return the machine's printer settings to the factory settings. Fonts and macros loaded to the machine's memory will be cleared.

1. Press **Menu**, **4**, **3**.
2. To restore the default settings, press **1**.
   To exit without making a change, press **2**.
3. Press **Stop/Exit**.

Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices, allowing you to get immediate notification of error messages such as paper empty or paper jam.



You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **Start**/**All Programs**/**SP 1200 series**/**TYPE 1200SF** (or **TYPE 1200S**) on your PC.

Note

For more information about using the Status Monitor software, right-click the **Status Monitor** icon and choose **Help**.

Monitoring the machine's status

The Status Monitor icon will change colour depending on the machine status.

- A green icon indicates the normal stand-by condition.

- A yellow icon indicates a warning.

- A red icon indicates a printing error has occurred.

There are two locations where you can display the Status Monitor on your PC - in the tasktray or on the desktop.

Note

- You can check the device status at anytime by double-clicking the icon in the tasktray or selecting the Status Monitor located in the **Start**/**All Programs**/**SP 1200 series**/**TYPE 1200SF** (or **TYPE 1200S**) on your computer.
- For more information about using the **Status Monitor** software, right click the **Status Monitor** icon and choose **Help**.

Printer driver settings

You can change the following printer settings when you print from your computer.

- Paper Size
- Multiple Page
- Orientation
- Copies
- Media Type
- Paper Source
- Resolution
- Toner Save Mode
- Print Setting
- Manual Duplex printing [1]
- Watermark [1]
- Scaling [1]
- Quick Print Setup [1]
- Macro
- Header-Footer Print [1]
- Density adjustment
- Improve Print Output

[1] These settings are not available with the BR-script printer driver for Windows®.

Features in the Windows® printer driver

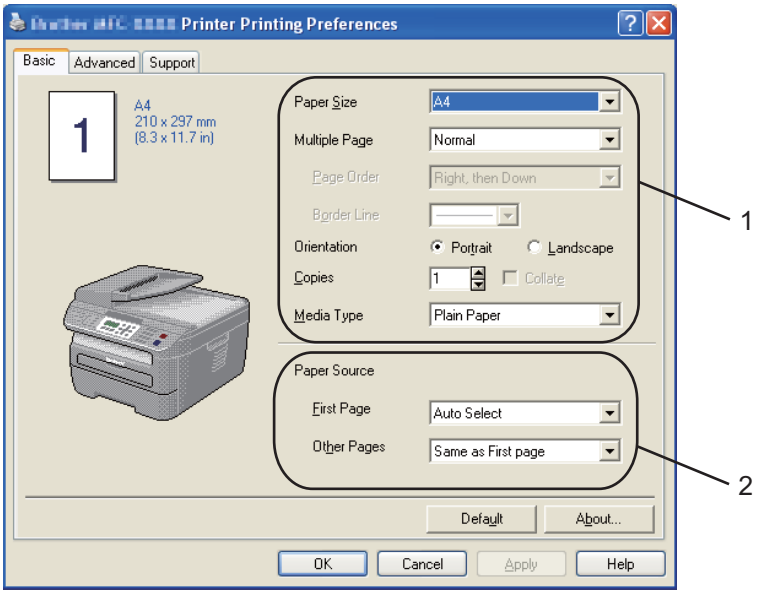
For more information, see the **Help** text in the printer driver.

Note

- The screens in this section are from Windows® XP. The screens on your PC will vary depending on your operating system.
- You can access the **Printing Preferences** dialog box by clicking **Printing Preferences...** in the **General** tab of the **Printer Properties** dialog box.

Basic tab

You can also change settings by clicking the illustration on the left side of the **Basic** tab.



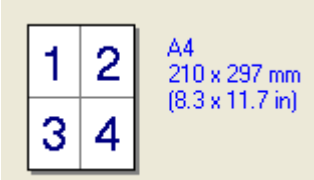
1. Choose the **Paper Size**, **Multiple Page**, **Orientation**, **Copies** and **Media Type** (1).
2. Choose the **Paper Source** (2).
3. Click **OK** to apply your chosen settings.
   To return to the default settings, click **Default**, then **OK**.

Paper Size

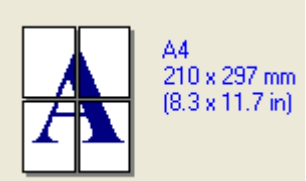
From the drop-down box choose the Paper Size you are using.

Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarge the image size for printing one page on multiple sheets of paper.



4 in 1



1 in 2x2 pages

Page Order

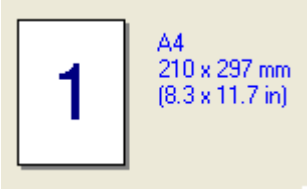
When N in 1 option is selected, the page order can be selected from the drop-down list.

Border Line

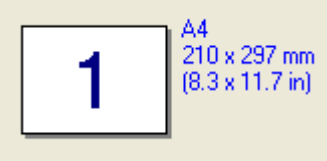
When printing multiple pages on one sheet with the Multiple Page feature you can choose to have a solid border, dash border or no border around each page on the sheet.

Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).



Portrait



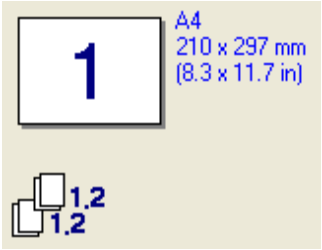
Landscape

Copies

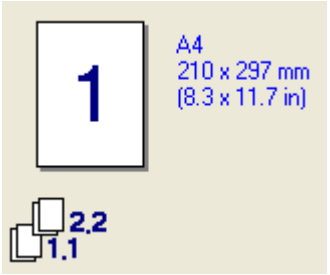
The copies selection sets the number of copies that will be printed.

Collate

With the Collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the Collate check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.



Collate box checked



Collate box not checked

Media Type

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

Plain Paper	**Thin Paper**	**Thick Paper**	**Thicker Paper**	**Bond Paper**	**Transparencies**
Envelopes	**Env. Thick**	**Env. Thin**	**Recycled Paper**		

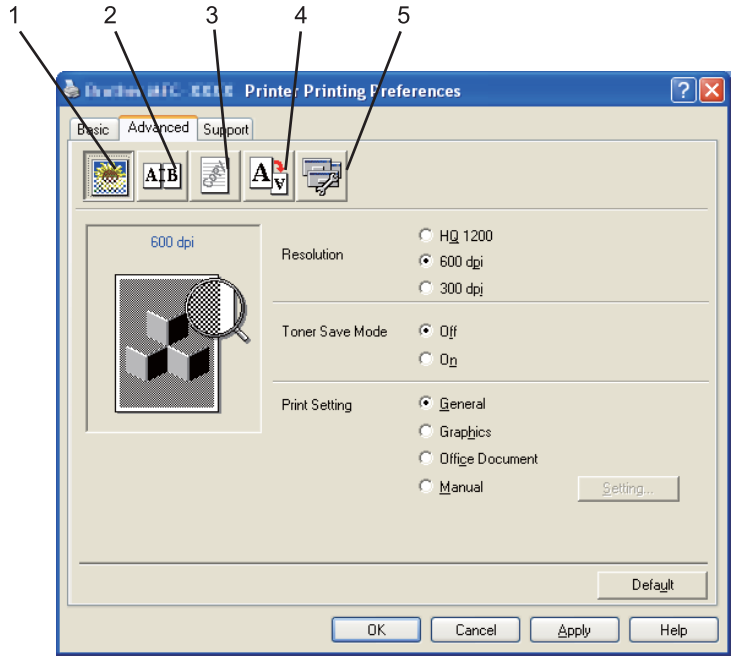
Note

- When using ordinary plain paper choose **Plain Paper**. When using heavier weight paper, envelopes or rough paper choose **Thick Paper** or **Thicker Paper**. For bond paper, choose **Bond Paper**.
- When you use envelopes, choose **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, choose **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, choose **Env.Thin**.

Paper Source

You can choose **Auto Select**, **Tray1** or **Manual** and specify separate trays for printing the first page and for printing from the second page onwards.

Advanced tab



Change the tab settings by clicking one of the appropriate icons:

- Print Quality (1)
- Duplex (2)
- Watermark (3)
- Page Setting (4)
- Device Options (5)

Print Quality

Resolution

You can change the resolution as follows:

- **HQ 1200**
- **600 dpi**
- **300 dpi**

Toner Save Mode

You can save running costs by turning on the **Toner Save Mode**, which reduces the print density (print appears lighter).

Note

- We do not recommend **Toner Save Mode** for printing Photo or Grey Scale images.
- **Toner Save Mode** is not available for **HQ 1200** resolution.

Print Setting

You can manually change the print setting.

- **General**

  This is a printing mode for general printing of documents.

- **Graphics**

  This is the best mode for printing documents that contain graphics.

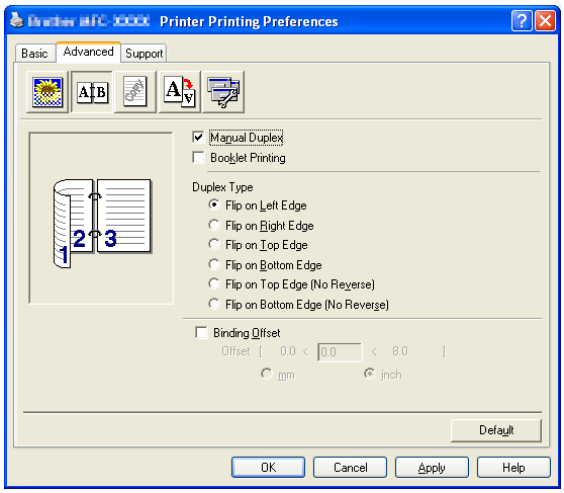
- **Office Document**

  This is the best mode for printing office documents.

- **Manual**

  You can change the settings manually by choosing **Manual** and clicking the **Setting...** button. You can set brightness, contrast and other settings.

Duplex Printing



■ Manual Duplex

Check **Manual Duplex**. In this mode, the machine prints all the even numbered pages first. Then the printer driver stops and shows the instructions required to re-install the paper. When you click **OK** the odd numbered pages are printed. There are six types of manual duplex binding directions available for each orientation.

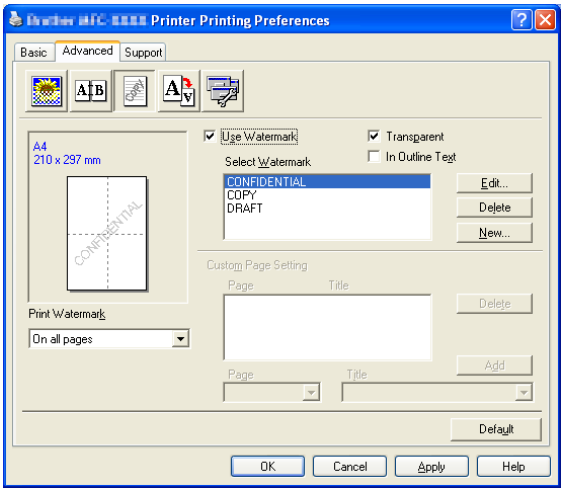
■ Booklet Printing

When you want to print a booklet, use this function. To make the booklet, fold the printed pages down the middle.

■ Binding Offset

If you check the Binding Offset option, you can also specify the offset for binding in inches or millimeters.

Watermark



You can put a logo or text into your document as a watermark. You can choose one of the preset Watermarks, or you can use a bitmap file that you have created. Check **Use Watermark**, and then choose the watermark you want to use.

Transparent

Check **Transparent** to print the watermarked image in the background of your document. If this feature is not checked then the watermark will be printed on top of your document.

In Outline Text

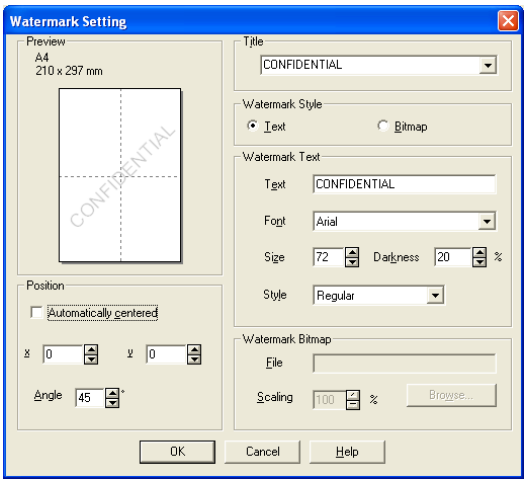
Check **In Outline Text** if you only want to print an outline of the watermark.

Print Watermark

You can print the watermark in any of the following ways.

- **On all pages**
- **On first page only**
- **From second page**
- **Custom**

Watermark Setting



You can change the watermark's size and position on the page by selecting the watermark, and clicking the **Edit** button. If you want to add a new watermark, click the **New** button, and then choose **Text** or **Bitmap** in the **Watermark Style**.

- **Title**

  You can choose **CONFIDENTIAL**, **COPY** or **DRAFT** as the standard title or enter a title you like in the field.

- **Watermark Text**

  Enter your **Watermark Text** into the **Text** box, and then choose the **Font**, **Size** and **Style**.

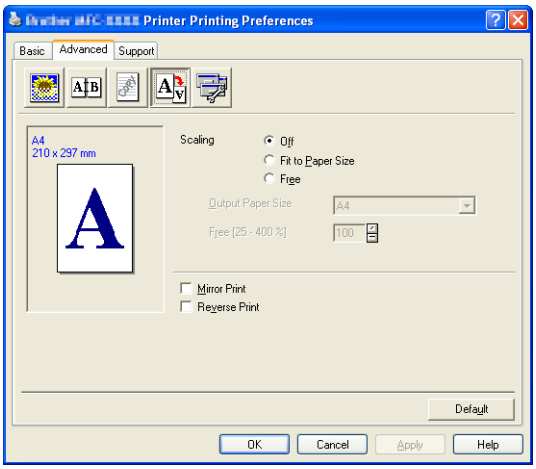
- **Watermark Bitmap**

  Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

- **Position**

  Use this setting if you want to control the position of the watermark on the page.

Page Setting



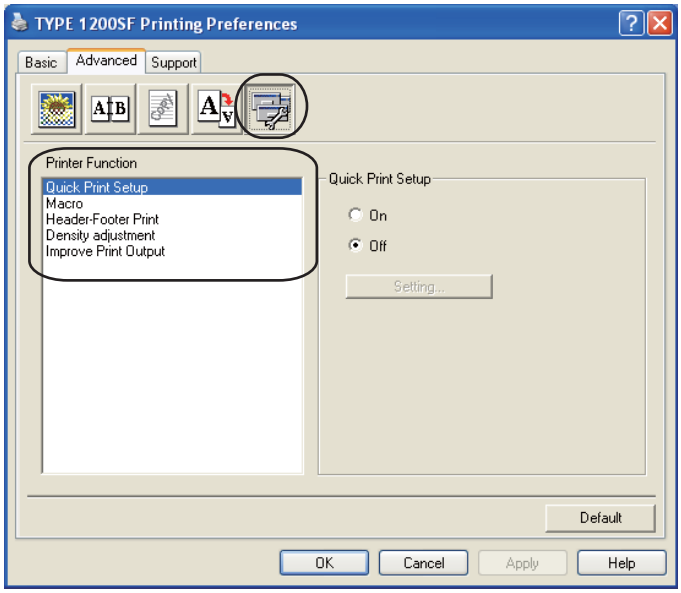
Scaling

You can change the print size of your document with the **Scaling** feature.

- Check **Off** if you want to print the document as it appears on your screen.
- Check **Fit to Paper Size** if you want to enlarge or reduce the document to fit the paper size.
- Check **Free** if you want to change the size.

  You can also use the **Mirror Print** or **Reverse Print** feature for your page setting.

Device Options



You can change the following printer functions:

- Quick Print Setup
- Macro (SP 1200SF only)
- Header-Footer Print
- Density adjustment
- Improve Print Output
- **Quick Print Setup**

  The feature allows you to quickly choose driver settings by clicking a tasktray icon.

  You can turn the quick print setting on or off. By placing a check in the selection boxes for the following functions you can choose which will be available in the quick print setting.

  - Multiple Page
  - Manual Duplex
  - Toner Save Mode
  - Paper Source
  - Media Type
- **Macro**

  You can save a page of a document as a macro to printer memory. You can also execute the saved macro (you can use the saved macro as an overlay on any document). This will save time and increase printing speed for often used information such as forms, company logos, letterhead formats or invoices.

■ **Header-Footer Print**

When this feature is enabled, it will print the date and time on your document from your computer's system clock and the PC login user name or the text you entered. By clicking Setting, you can customize the information.

- ID Print

  If you select Login User Name, your PC login user name will print. If you select Custom and enter the text in the Custom edit box, the text you entered will print.

■ **Density adjustment**

Increase or decrease the print density.

Note

The **Density adjustment** is not available when you set the **resolution** to **HQ 1200**.

■ **Improve Print Output**

This feature allows you to improve a print quality problem.

- Reduce Paper Curl

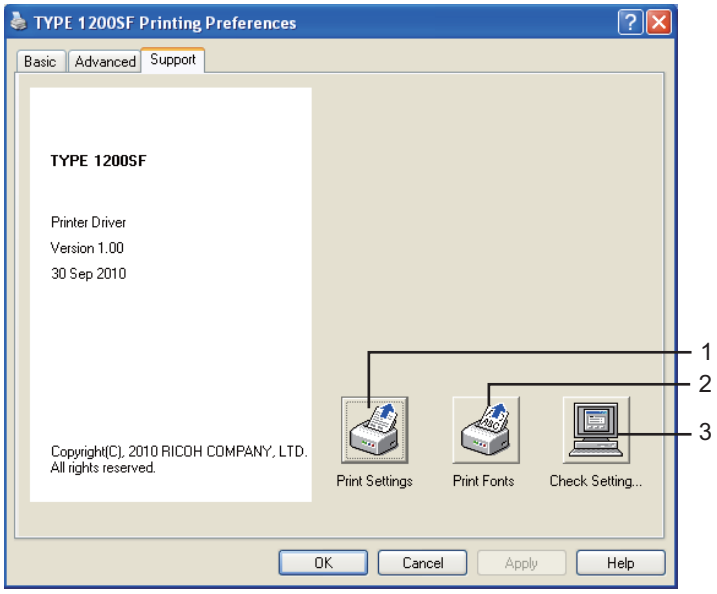
  If you choose this setting, the paper curl may be reduced.

  If you print only a few pages, you do not need to choose this setting. Change the printer driver setting in **Media Type** to a thin setting.

- Improve Toner Fixing

  If you choose this setting, the toner fixing on paper may be improved. If this selection does not improve the situation enough, select **Thicker paper** in **Media type** settings.

Support tab



- **Print Settings** (1)

  This will print the pages that show how the internal settings of the printer have been configured.

- **Print Fonts** (2) (SP 1200SF only)

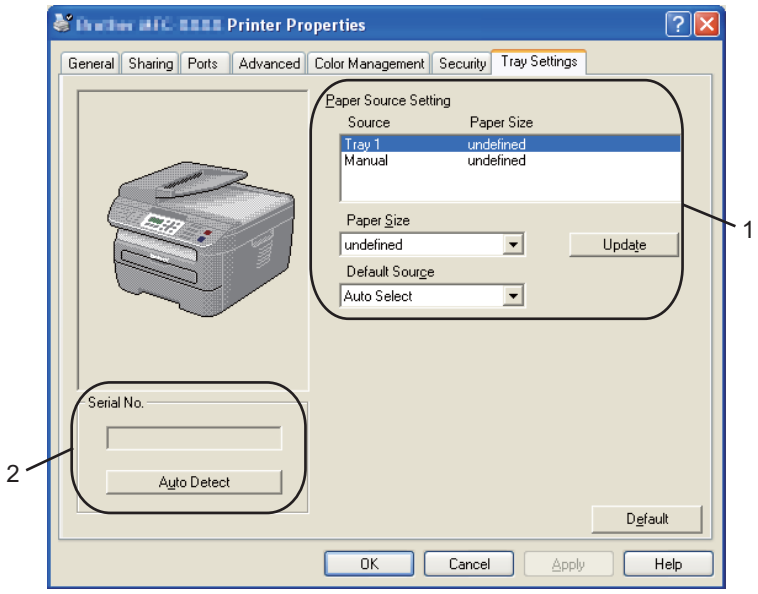
  This will print the pages that show all the internal fonts of the printer.

- **Check Setting...** (3)

  You can check the current driver settings.

Tray Settings

To access the **Tray Settings** tab, click the **Start** button and **Printers and Faxes**. Right-click your printer icon and click **Properties**.



■ **Paper Source Setting** (1)

This feature identifies the paper size defined for each paper tray.

- **Paper Size**

  This setting allows you to define which paper size is used for the tray and manual feed slot. Highlight the paper source you want to define and then choose the paper size from the pull-down menu. Click **Update** to apply the setting to the paper source.

- **Default Source**

  To save your settings, click **OK** or **Apply**. The **Auto Select** setting will automatically pull paper from any paper source (tray or manual feed slot) that has a defined paper size that matches your document. If paper is in the Manual feed slot, the machine will automatically pull from this slot no matter the size of paper.

■ **Serial No.** (2)

By clicking **Auto Detect**, the printer driver will probe the printer and display its serial number. If it fails to receive the information, the screen will display "---------".

Note

The **Auto Detect** function is not available under the following printer conditions:

- The printer power switch is off.
- The printer is in an error state.
- The printer is in a network shared environment.
- The cable is not connected to the printer correctly.

Features in the BR-Script (PostScript® 3 ™ language emulation) printer driver (SP 1200SF only)

For more information, see the **Help** text in the printer driver.

Note

The screens in this section are from Windows® XP. The screens on your PC may vary depending on your operating system.

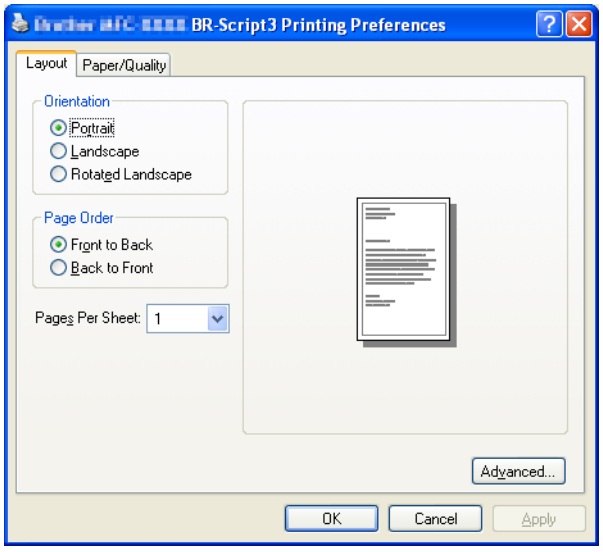
Printing Preferences

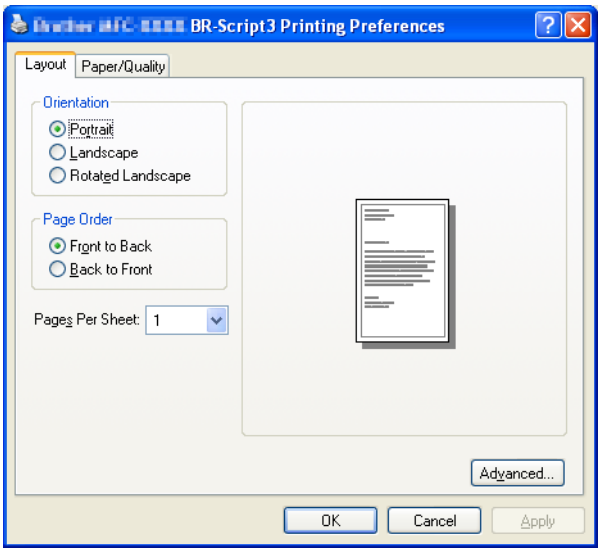
Note

You can access the **Printing Preferences** dialog box by clicking **Printing Preferences...** in the **General** tab of the **SP 1200SF BR-Script3 Properties** dialog box.

■ **Layout** tab

You can change the layout setting by choosing the settings for **Orientation**, **Page Order** and **Page Per Sheet**.





- **Orientation**

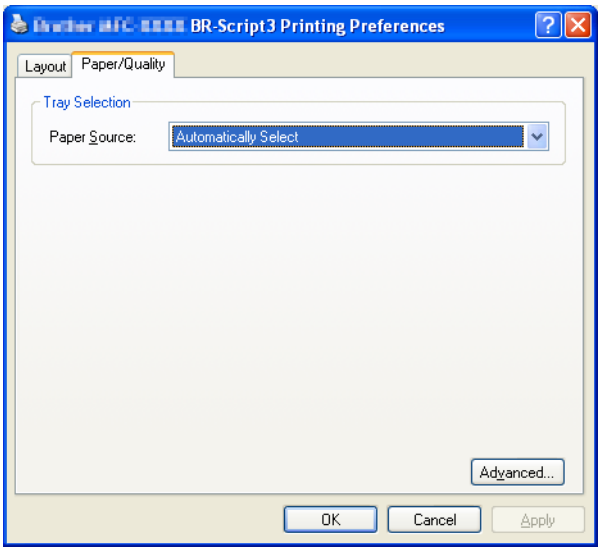
  Orientation selects the position of how your document will be printed. (**Portrait**, **Landscape** or **Rotated Landscape**)

- **Page Order**

  Specifies the order in which the pages of your document will be printed. **Front to Back** prints the document so that page 1 is on top of the stack. **Back to Front** prints the document so that page 1 is on the bottom of the stack.

■ **Paper/Quality** tab

Choose the **Paper Source**.

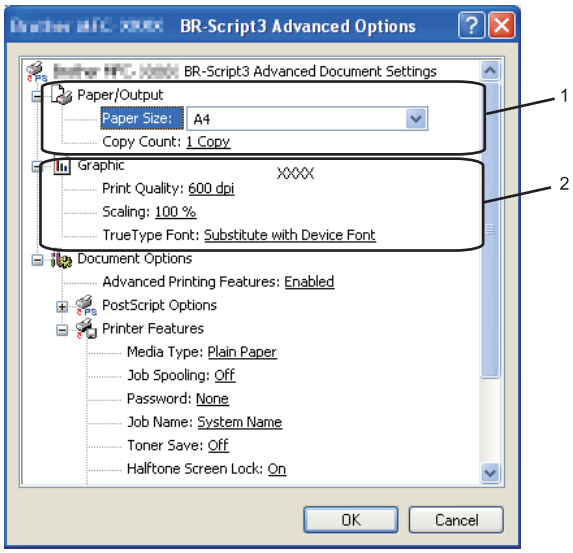


- **Paper Source**

  You can choose **Automatically Select**, **Tray1** or **Manual Feed**.

Advanced options

You can access the **Advanced options** by clicking the **Advanced...** button on the **Layout** tab or **Paper/Quality** tab.



1. Choose the **Paper Size** and **Copy Count** (1).

   - **Paper Size**

     From the drop-down box choose the Paper Size you are using.

   - **Copy Count**

     The copy selection sets the number of copies that will be printed.

2. Set the **Print Quality**, **Scaling** and **TrueType Font** settings (2).

   - **Print Quality**

     Specifies the print resolution.

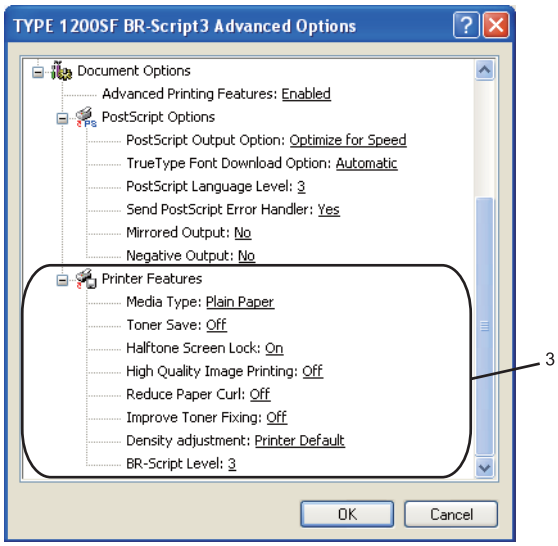
   - **Scaling**

     Specifies whether to reduce or enlarge documents, and by what percentage.

   - **TrueType Font**

     Specifies the TrueType font options. Click **Substitute with Device Font** (the default) to use equivalent printer fonts for printing documents that contain TrueType fonts. This will permit faster printing; however, you might lose special characters not supported by the printer font. Click **Download as Softfont** to download TrueType fonts for printing instead of using printer fonts.

c You can change settings by choosing the setting in the **Printer Features** list (3):



■ **Media Type**

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

Plain Paper	**Thin Paper**	**Thick Paper**	**Thicker Paper**	**Bond Paper**
Transparencies	**Envelopes**	**Env. Thick**	**Env. Thin**	**Recycled Paper**

■ **Job Name**

Choose the Job name from the drop-down list for your secured document that you sent to the machine.

■ **Toner Save**

You can conserve toner using this feature. When you set **Toner Save Mode** to **On**, print appears lighter. The default setting is **Off**.

Note

We do not recommend **Toner Save** to **On** for printing Photo or Grey Scale images.

■ **Halftone Screen Lock**

Stops other applications from modifying the Halftone settings. The default setting is on.

■ **High Quality Image Printing**

You can increase the quality of image printing. If you set **High Quality Image Printing** to **ON**, the printing speed will be slower.

■ **Reduce Paper Curl**

If you choose this setting, the paper curl may be reduced.

If you print only a few pages, you do not need to choose this setting. Change the printer driver setting in **Media Type** to a thin setting.

■ **Improve Toner Fixing**

If you choose this setting, the toner fixing on paper may be improved. If this selection does not improve the situation enough, select **Thicker paper** in **Media type** settings.

■ **Density adjustment**

Increase or decrease the print density.

Note

The **Density adjustment** is not available when you set the **resolution** to **HQ 1200**.

■ **BR-Script Level**

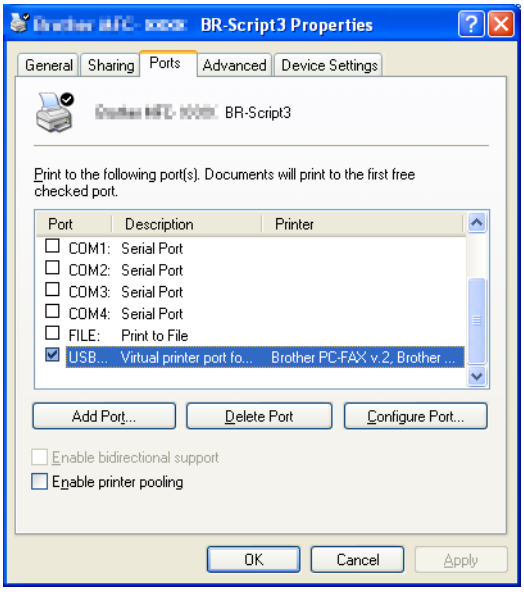
You can change the BR-script emulation language level. Choose the level from the drop-down list.

Note

If Level 3 is not selected, the PostScript data may not be printed correctly.

Ports tab

If you want to change the port where your printer is connected, choose or add the port you want to use.



2 Scanning

The scanning operations and drivers will be different depending on your operating system. The machine uses a TWAIN compliant driver for scanning documents from your applications.

■ For Windows® XP/ 7/ Windows Vista®

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* on page 26) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (For Windows® XP/ 7/ Windows Vista®)* on page 33).

Note

For ScanSoft™ PaperPort™ 11SE, see *Using ScanSoft™ PaperPort™ 11SE with OCR by NUANCE™* on page 46.

Scanning a document using the TWAIN driver

The Multi-Function Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and applications. This means that you can not only scan images directly into the PaperPort™ 11SE viewer that is included with your machine, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, Adobe® PageMaker®, CorelDraw® and many more.

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) or the scanner glass.

1. Load your document.
2. Start the ScanSoft™ PaperPort™ 11SE software to scan a document.

Note

The instructions for scanning in this Guide are for when you use ScanSoft™ PaperPort™ 11SE. The scanning steps may vary when using other software applications.

3. Click **File**, then **Scan or Get Photo**. You can also click the **Scan or Get Photo** button.
   The **Scan or Get Photo** panel appears on the left side of the screen.
4. Click **Select** button.
5. Choose the scanner you are using from the **Available Scanners** list.

Note

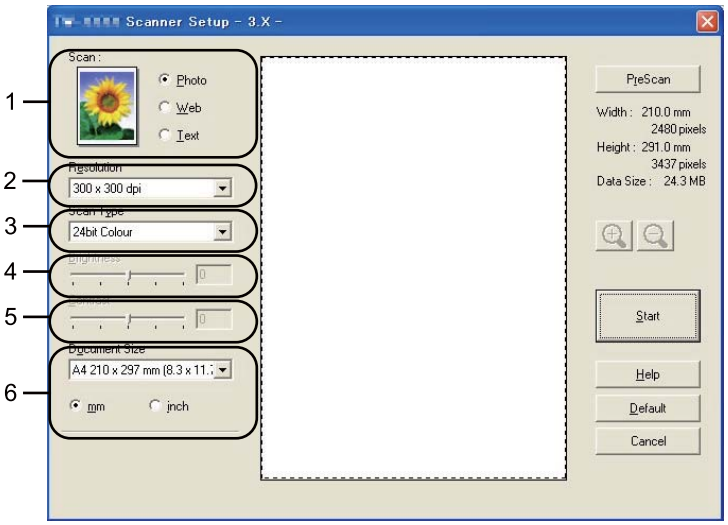
- For Windows® XP/7/Windows Vista®:
  Choose **TW-TYPE 1200SF (TW-TYPE 1200S)**.
- For other operating systems:
  Choose **TYPE 1200SF (TYPE 1200S)**.

6 Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.

7 Click **Scan**.
The Scanner Setup dialog box appears:.

8 Adjust the following settings, if needed, in the Scanner Setup dialog box:

- **Scan** (Image Type) (1)
- **Resolution** (2)
- **Scan Type** (3)
- **Brightness** (4)
- **Contrast** (5)
- **Document Size** (6)



9 Click **Start**.
When scanning is finished, click **Cancel** to return to the PaperPort™ 11SE window.

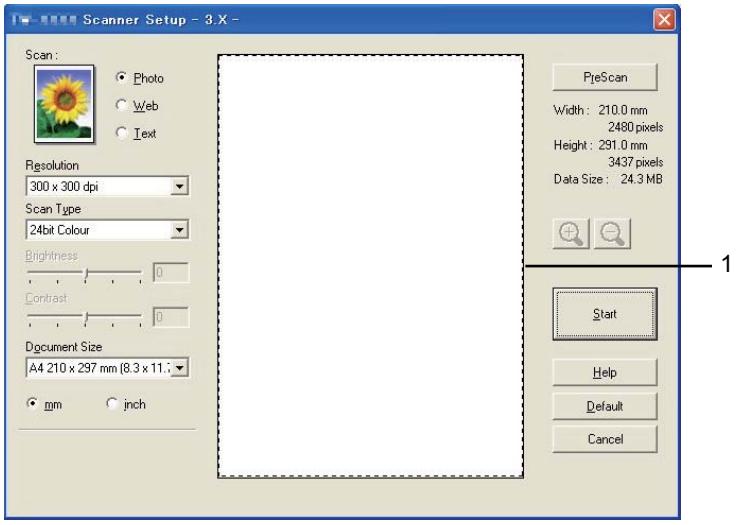
Note

After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning. (See *Pre-Scanning to crop a portion you want to scan* on page 28)

Pre-Scanning to crop a portion you want to scan

You can preview your image and crop unwanted portions before scanning by using the **PreScan** button. When you are satisfied with the preview, click the **Start** button in the Scanner Setup dialog box to scan the image.

1. Follow the steps from ❶ to ❼ of *Scanning a document into the PC* on page 26.
2. Choose the settings for **Scan** (Image Type), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.
3. Click **PreScan**.
   The whole image is scanned into the PC and appears in the Scanning Area (1) of the Scanner Setup dialog box.



4 Press and hold down the left mouse button and drag it over the portion you want to scan.

1 Scanning area

Note

You can enlarge the image using the icon, and then use the icon to restore the image to its original size.

5 Load your document again.

Note

Skip this step if you loaded the document on the scanner glass in ❶.

6 Click **Start**.
This time only the chosen area of the document appears in the PaperPort™ 11SE window (or your application window).

7 In the PaperPort™ 11SE window, use the options available to refine the image.

Settings in the Scanner Setup dialog box

Image Type

Choose the output image type from **Photo**, **Web** or **Text**. **Resolution** and **Scan Type** will be altered for each default setting.

The default settings are listed in the table below:

Image Type		Resolution	Scan Type
Photo	Use for scanning photo images.	300 × 300 dpi	24-bit colour
Web	Use for attaching the scanned image to web pages.	100 × 100 dpi	24-bit colour
Text	Use for scanning text documents.	200 × 200 dpi	Black & White

Resolution

You can choose a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose and the available colours.

Resolution	Black & White/ Grey (Error Diffusion)	256 colour	True Grey/24 bit colour
100 × 100 dpi	Yes	Yes	Yes
150 × 150 dpi	Yes	Yes	Yes
200 × 200 dpi	Yes	Yes	Yes
300 × 300 dpi	Yes	Yes	Yes
400 × 400 dpi	Yes	Yes	Yes
600 × 600 dpi	Yes	Yes	Yes
1200 × 1200 dpi	Yes	No	Yes
2400 × 2400 dpi	Yes	No	Yes
4800 × 4800 dpi	Yes	No	Yes
9600 × 9600 dpi	Yes	No	Yes
19200 × 19200 dpi	Yes	No	Yes

Scan Type

- **Black & White**

  Use for text or line art.

- **Grey (Error Diffusion)**

  Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give the appearance of grey.)

- **True Grey**

  Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.

- **256 Colour**

  Uses up to 256 colours to scan the image.

- **24 bit Colour**

  Uses up to 16.8 million colours to scan the image.

  Although using **24 bit Colour** creates an image with the most accurate colour, the image file will be about three times larger than a file created with **256 Colour**. It requires the most memory and has the longest transfer time.

Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average.

You can set the **Brightness** level by dragging the slide bar to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.

If the scanned image is too light, set a lower **Brightness** level and scan the document again. If the image is too dark, set a higher **Brightness** level and scan the document again.

Note

The Brightness setting is only available when **Black & White**, **Grey** or **True Grey** is chosen.

Contrast

You can increase or decrease the **Contrast** level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the image, while a decrease reveals more detail in grey areas. You can also enter a value in the box to set the **Contrast**.

Note

The Contrast setting is only available when **Grey** or **True Grey** is chosen.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the contrast and resolution to see which setting best suits your needs.

Document Size

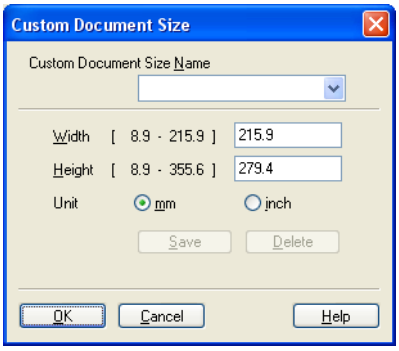
Choose one of the following sizes:

- A4 210 × 297 mm
- JIS B5 182 × 257 mm
- Letter 215.9 x 279.4 mm
- Legal 215.9 x 355.6 mm (Available on ADF models)
- A5 148 x 210 mm
- Executive 184.1 x 266.7 mm
- Business Card 60 x 90 mm

  To scan business cards, choose the **Business Card** size, and then place the business card face down in the center of the left hand side of the scanner glass, as indicated by the document guidelines.
- Photo 10 x 15 cm
- Index Card 127 x 203.2 mm
- Photo L 89 x 127 mm
- Photo 2L 13 × 18 cm
- Postcard 1 100 x 148 mm
- Postcard 2 (Double) 148 x 200 mm

■ Custom

If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.

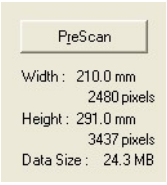


Enter the **Name**, **Width** and **Height** for the document.

You can choose ‘mm’ or ‘inch’ as the unit for Width and Height.

Note

- You can see the actual paper size you chose on the screen.



  - **Width**: shows the width of scanning area
  - **Height**: shows the height of scanning area
  - **Data Size**: shows the rough data size in Bitmap format. The size will be different for other file formats such as JPEG.
- User adjustable from 8.9 x 8.9 mm to 215.9 x 355.6 mm

Scanning a document using the WIA driver (For Windows® XP/ 7/ Windows Vista®)

WIA compliant

For Windows® XP/ 7/ Windows Vista® you can choose Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort™ 11SE viewer that is included with your machine or you can scan images directly into any other application that supports WIA or TWAIN scanning.

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) or the scanner glass.

If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass. (See *Pre-Scanning to crop a portion you want to scan using the scanner glass* on page 35.)

1. Load your document.
2. Start the ScanSoft™ PaperPort™ 11SE software that was installed during the Multi-Function Suite installation to scan a document.

Note

The instructions for scanning in this Guide are for when you use ScanSoft™ PaperPort™ 11SE. The scanning steps may vary when using other software applications.

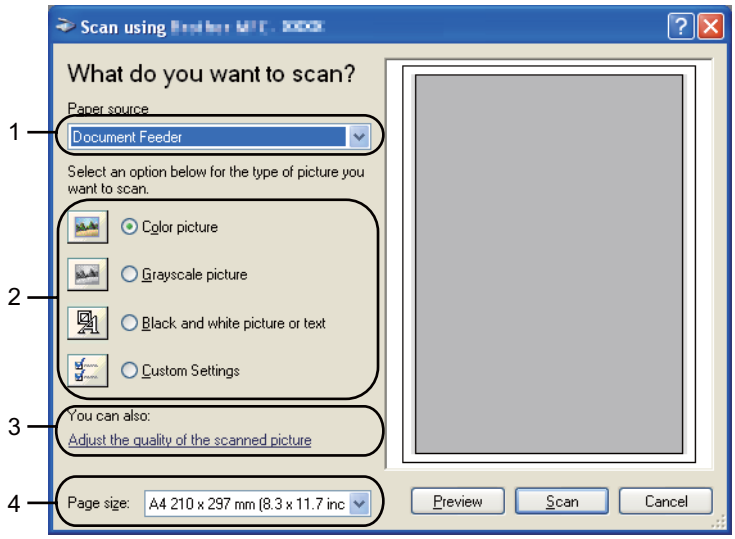
3. Click **File**, then **Scan or Get Photo**. You can also click the **Scan or Get Photo** button.
   The **Scan or Get Photo** panel appears on the left side of the screen.
4. Click **Select** button.
5. Choose the scanner you are using from the **Available Scanners** list.

Note

Choose **WIA-TYPE 1200SF (WIA-TYPE 1200S)**.

6. Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.
7. Click **Scan**.
   The Scanner Setup dialog box appears.

8 Adjust the following settings, if needed, in the Scanner Setup dialog box:



1 **Paper source**

2 **Picture type**

3 **Adjust the quality of the scanned picture**

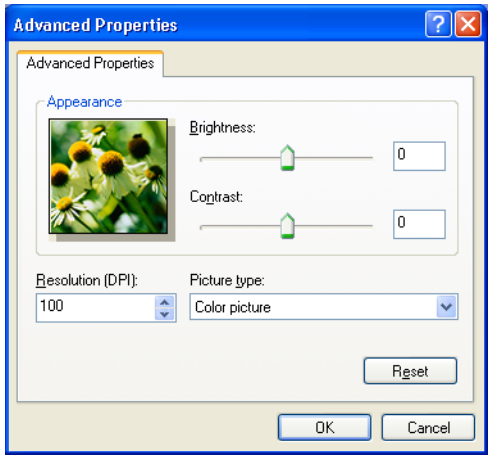
4 **Paper size**

9 Choose **Document Feeder** from the **Paper source** drop-down list (1).

10 Choose the picture type (2).

11 Choose the **Paper size** from the drop-down list (4).

12 If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution** and **Picture type** from **Advanced Properties**. Click **OK** after you choose a setting.



Note

The scanner resolution can be set as high as 1200 dpi.

For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* on page 37.)

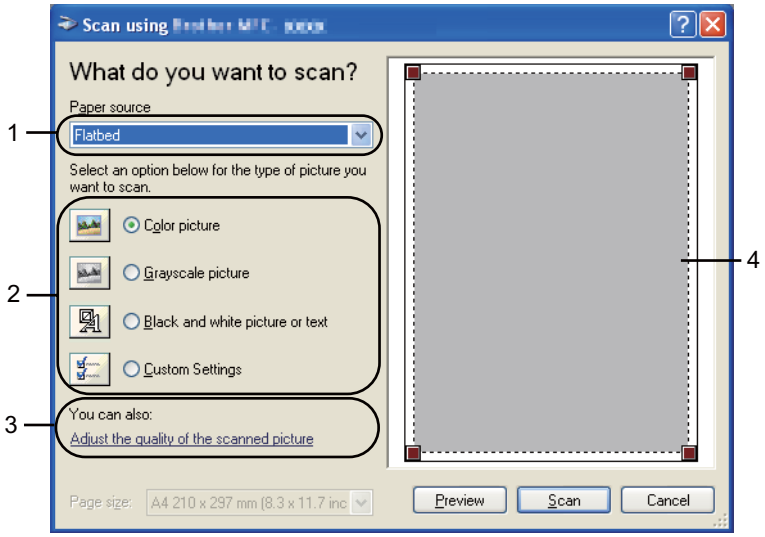
13 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

Pre-Scanning to crop a portion you want to scan using the scanner glass

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button in the Scan dialog box to scan the image.

1 Follow the steps from ❶ to ❼ of *Scanning a document into the PC* on page 33.

2 Choose **Flatbed** in the **Paper source** drop-down list (1).



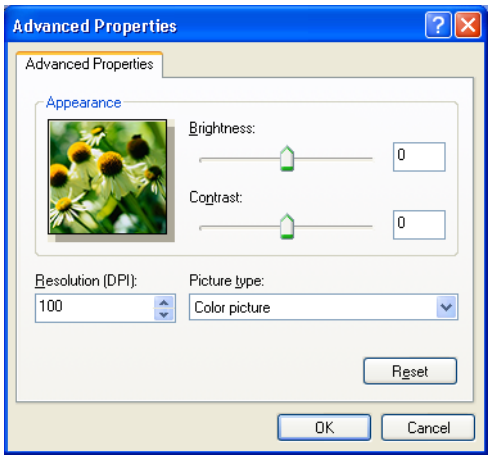
1 Paper source
2 Picture type
3 Adjust the quality of the scanned picture
4 Scanning area

3 Choose the picture type (2).

4 Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area (4).

5 Press and hold down the left mouse button and drag it over the portion you want to scan.

6 If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution** and **Picture type** from **Advanced Properties**. Click **OK** after you choose a setting.



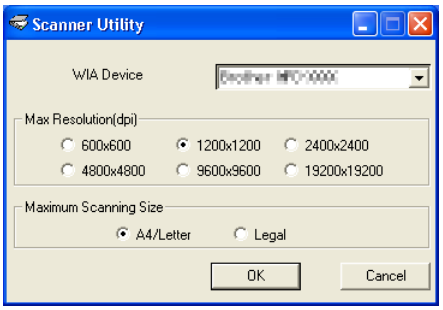
7 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.
This time only the chosen area of the document appears in the PaperPort™ 11SE window (or your application window).

Scanner Utility

The Scanner Utility is used for configuring the WIA scanner driver for resolutions greater than 1200 dpi and for changing the paper size. If you want to set Legal size as the default size, use this utility to change the setting. You must restart your PC for the new settings to take effect.

■ Running the utility

You can run the utility by choosing the **Scanner Utility** located in the **Start/All Programs/SP1200 Series/TYPE 1200SF (or TYPE 1200S)/Scanner Settings/Scanner Utility**.



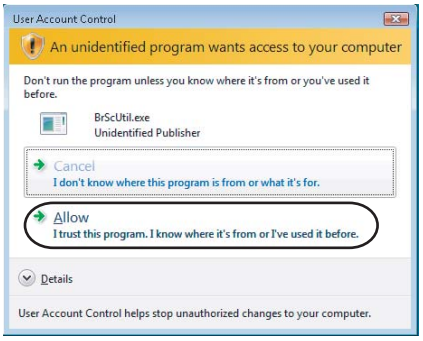
Note

If you scan the document at a resolution greater than 1200 dpi, the file size may be very large. Make sure that you have enough memory and hard disk space for the size of the file you are trying to scan. If you do not have enough memory or hard disk space then your PC may freeze and you could lose your file.

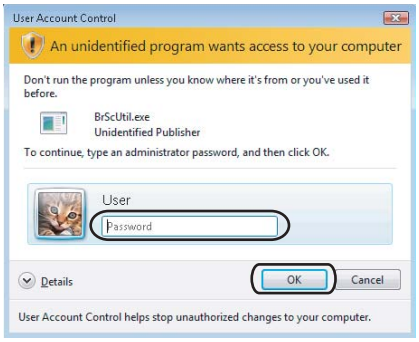
Note

For Windows Vista® the **User Account Control** screen appears, do the following.

- For users who have administrator rights: Click **Allow**.


User Account Control
An unidentified program wants access to your computer
Don't run the program unless you know where it's from or you've used it before.
BrScUtil.exe
Unidentified Publisher
Cancel
I don't know where this program is from or what it's for.
Allow
I trust this program. I know where it's from or I've used it before.
Details
User Account Control helps stop unauthorized changes to your computer.

- For users who do not have administrator rights: Enter the administrator password and click **OK**.


User Account Control
An unidentified program wants access to your computer
Don't run the program unless you know where it's from or you've used it before.
BrScUtil.exe
Unidentified Publisher
To continue, type an administrator password, and then click OK.
User
Password
Details
OK
Cancel
User Account Control helps stop unauthorized changes to your computer.

Scanning a document using the WIA driver (For Windows Photo Gallery and Windows Fax and Scan users)

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) or the scanner glass.

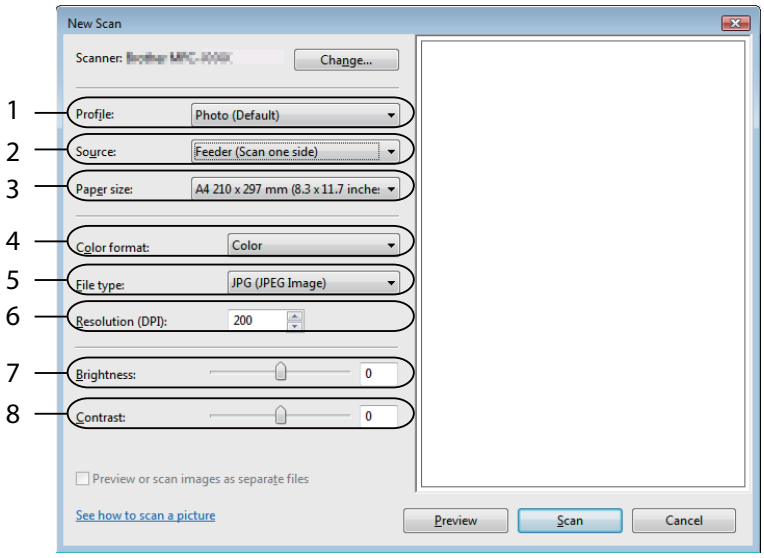
If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass. (See *Pre-Scanning to crop a portion you want to scan using the scanner glass* on page 41.)

1. Load your document.
2. Open your software application to scan the document.
3. Do one of the following:
   - For Windows Photo Gallery

     Click **File**, then **Import from Camera or Scanner**.
   - For Windows Fax and Scan

     Click **File**, **New**, then **Scan**.
4. Choose the scanner you want to use.
5. Click **Import**.
   The Scan dialog box appears.

6 Adjust the following settings, if needed, in the Scanner dialog box.



1 **Profile**
2 **Source**
3 **Paper size**
4 **Color format**
5 **File type**
6 **Resolution**
7 **Brightness**
8 **Contrast**

Note

The scanner resolution can be set as high as 1200 dpi.

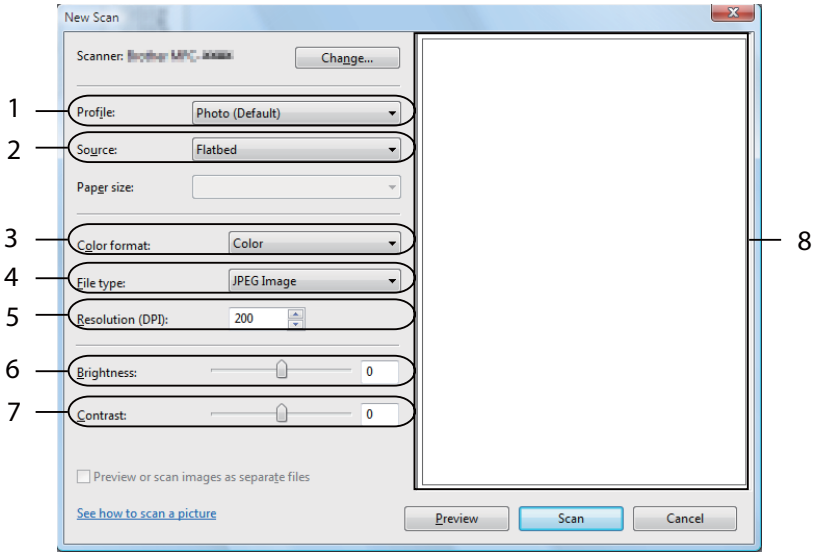
For resolutions greater than 1200 dpi, use the Scanner Utility.

7 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

Pre-Scanning to crop a portion you want to scan using the scanner glass

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button in the Scan dialog box to scan the image.

1. Follow the step from ❶ to ❺ of *Scanning a document into the PC* on page 39.
2. Put the document face down on the scanner glass.
3. Choose **Flatbed** in the **Source** drop-down list. Adjust the following settings, if needed, in the Scanner dialog box.



1 Profile
2 Source
3 Color format
4 File type
5 Resolution
6 Brightness
7 Contrast
8 Scanning area

4. Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area (8).

5 Press and hold down the left mouse button and drag it over the portion you want to scan.

6 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.
This time only the chosen area of the document appears in your application window.

Using the Scan key (For USB users)

You can use **Scan** on the control panel to scan documents into your word processing, graphics or E-mail applications or a folder on your PC.

Before you can use **Scan** on the control panel, you have to install the Multi-Function suite and connect the machine to your PC. If you installed the Multi-Function Suite from the included CD-ROM then the correct drivers and ControlCenter3 are installed. Scanning by **Scan** follows the configuration on Device Button tab of ControlCenter3. (See *SCAN* on page 53.) For details about how to configure the scan settings of the ControlCenter3 buttons and to launch the application of your choice using **Scan**, see *Using ControlCenter3* on page 50.

Scan to E-mail

You can scan either a black and white or colour document into your E-mail application as a file attachment. You can change the scan configuration. (See *E-mail* on page 57.)

1. Put the document face up in the ADF, or face down on the scanner glass.
2. Press **Scan**.
3. Press ▲ or ▼ to choose `Scan to E-mail`.
   Press **OK**.
4. Press **Start**.
   The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.

Note

If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the ControlCenter3 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Button** tab of the ControlCenter3 configuration. (See *SCAN* on page 53.)

Scan to Image

You can scan either a black and white or colour document into your graphics application for viewing and editing. You can change the scan configuration. (See *Image (example: Microsoft® Paint)* on page 54.)

1. Put the document face up in the ADF, or face down on the scanner glass.
2. Press **Scan**.
3. Press ▲ or ▼ to choose `Scan to Image`.
   Press **OK**.
4. Press **Start**.
   The machine starts the scanning process.

Note

If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the ControlCenter3 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Button** tab of the ControlCenter3 configuration. (See *SCAN* on page 53.)

Scan to OCR

If your document is text, you can have it converted by ScanSoft™ PaperPort™ 11SE OCR to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the **Scan** configuration. (See *OCR (Word Processing program)* on page 56.)

1. Put the document face up in the ADF, or face down on the scanner glass.
2. Press **Scan**.
3. Press ▲ or ▼ to choose `Scan to OCR`.
   Press **OK**.
4. Press **Start**.
   The machine starts the scanning process.

Note

If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the ControlCenter3 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Button** tab of the ControlCenter3 configuration. (See *SCAN* on page 53.)

Scan to File

You can scan a black and white or a colour document into your PC and save it as a file in a folder of your choice. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of ControlCenter3. (See *File* on page 58.)

1. Put the document face up in the ADF, or face down on the scanner glass.
2. Press **Scan**.
3. Press ▲ or ▼ to choose `Scan to File`.
   Press **OK**.
4. Press **Start**.
   The machine starts the scanning process.

Note

- If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the ControlCenter3 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Button** tab of the ControlCenter3 configuration. (See *SCAN* on page 53.)
- If you would like to display the folder window after scanning the document, select **Show Folder** on the **Device Button** tab of the ControlCenter3 configuration. (See *SCAN* on page 53.)
- If you would like to change the file name of scanned documents, enter the file name in **File Name** section on the **Device Button** tab of the ControlCenter3 configuration. To change the machine's **Scan** key settings, right-click the each ControlCenter buttons, click **ControlCenter Configuration** and click the **Device Button** tab.

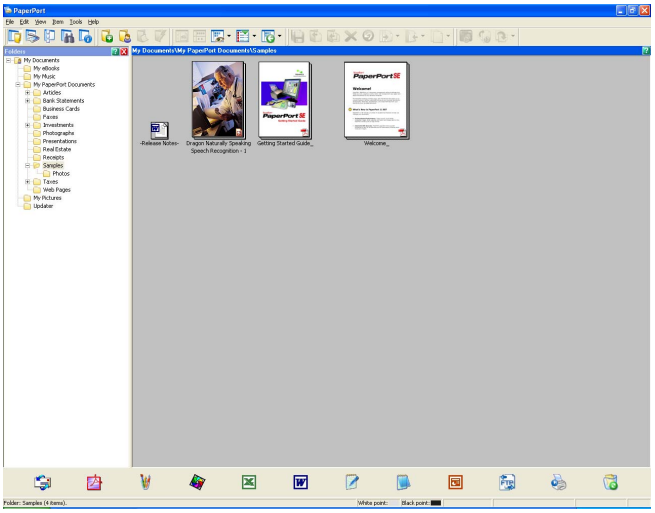
Using ScanSoft™ PaperPort™ 11SE with OCR by NUANCE™

Note

ScanSoft™ PaperPort™ 11SE supports Windows® 2000 (SP4 or greater), XP (SP2 or greater), XP Professional x64 Edition, Windows Vista® and Windows® 7 only.

ScanSoft™ PaperPort™ 11SE is a document management application. You can use PaperPort™ 11SE to view scanned documents.

PaperPort™ 11SE has a sophisticated, yet easy-to-use filing system that will help you organize your graphics and text documents. It allows you to mix or 'stack' documents of different formats for printing, faxing or filing.



This chapter only introduces the basic functions of the software. For more details, see the ScanSoft™ **Getting Started Guide**. To view the complete ScanSoft™ PaperPort™ 11SE **Getting Started Guide**, choose **Help** from PaperPort™ 11SE menu bar and click **Getting Started Guide**. You can access ScanSoft™ PaperPort™ 11SE through the ScanSoft™ PaperPort™ SE program group located in **Start**/**All Programs**/**ScanSoft PaperPort 11** on your PC.

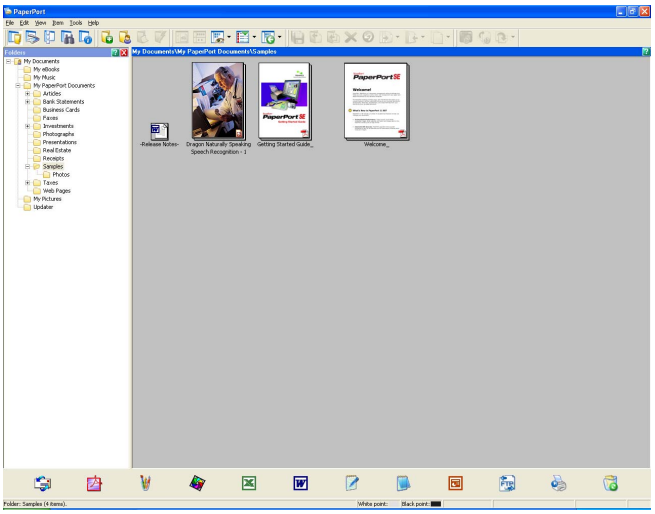
Viewing items

ScanSoft™ PaperPort™ 11SE gives several ways to view items:

Desktop View displays the item in the chosen folder with a thumbnail (a small graphic that shows each item in a desktop or folder) or an icon.

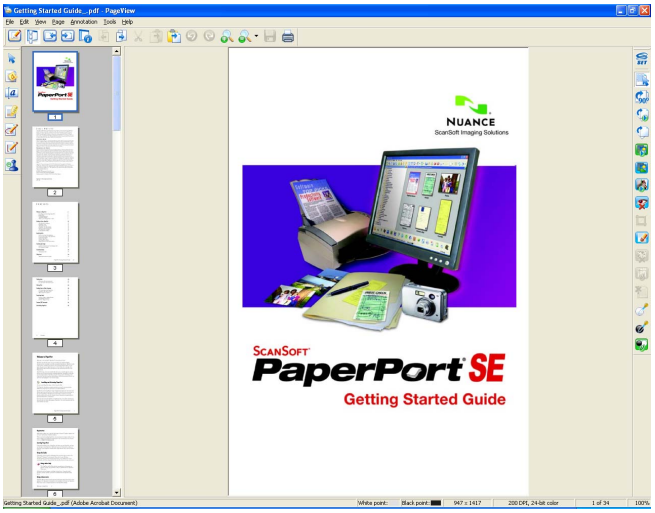
You can see both PaperPort™ 11SE items (MAX files) and non-PaperPort™ 11SE items (files created using other applications).

All graphical files (PaperPort™ 11SE's *.max and other files) will be displayed and include an icon that indicates the application that the specific file type is associated or created with. Non-graphical files are indicated by a small rectangular thumbnail and are not displayed as actual images.



Page Thumbnails displays a close-up of a single page. You can open a PaperPort™ 11SE item by double-clicking its icon or the thumbnail in **Desktop View**.

As long as you have the appropriate application on your PC to display it, you can also open a non-PaperPort™ SE item by double-clicking it.



Organizing your items in folders

PaperPort™ 11SE has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you choose to view in **Desktop View**. An item can be a PaperPort™ 11SE item or a non-PaperPort™ 11SE item:

- Folders are arranged in a 'tree' structure in the Folder View. You use this section to choose folders and view their items in **Desktop View**.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be 'nested'—that is, stored in other folders.
- When you double-click a folder, its contents (both PaperPort™ 11SE MAX files and non PaperPort™ 11SE files) appear on the Desktop.
- You can also use Windows® Explorer to manage the folders and items shown in **Desktop View**.

Quick links to other applications

ScanSoft™ PaperPort™ 11SE automatically recognizes many other applications on your PC and creates a 'working link' to them.

The bar at the bottom of the PaperPort™ 11SE desktop shows which programs you can use with PaperPort™ 11SE.

To send an item from PaperPort™ 11SE to another program, simply drag and drop the item from the PaperPort™ 11SE desktop to the program icon on the Send To bar. PaperPort™ 11SE automatically converts the item to the preferred format.

If PaperPort™ 11SE does not automatically recognize one of the applications on your PC, you can manually create a link using the **New Program Link** command.

ScanSoft™ PaperPort™ 11SE with OCR lets you convert image text into text you can edit

ScanSoft™ PaperPort™ 11SE can quickly convert a text document image into text that you can edit with a word processing application.

PaperPort™ 11SE uses the optical character recognition software (OCR), which comes with PaperPort™ 11SE. PaperPort™ 11SE can use your preferred OCR application if it is already on your PC. You can convert the entire item, or by using the **Copy Text** command, you can choose only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort™ 11SE's built-in OCR application, or you can use your own OCR application.

Importing items from other applications

As well as scanning items, you can bring items into PaperPort™ 11SE in a variety of ways and convert them to PaperPort™ 11SE (MAX) files in several different ways:

- Print to the **Desktop View** from another application, such as Microsoft® Excel.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tagged Image File Format (TIFF).

Exporting items into other formats

You can export or save PaperPort™ 11SE items in several popular file formats, such as BMP, JPEG, TIFF or PDF.

Exporting an image file

1. Click **File**, then **Save As** in the PaperPort™ 11SE window.
   The Save 'XXXXX' as dialog box is displayed.
2. Choose the drive and folder where you want to store the file.
3. Enter the new file name and choose the file type.
4. Click **Save** to save your file, or **Cancel** to return to PaperPort™ 11SE without saving it.

Uninstalling ScanSoft™ PaperPort™ 11SE with OCR

For Windows® 2000 Professional

1. Click the **Start** button, **Settings**, **Control Panel**, then **Add/Remove Programs**.
2. Choose **ScanSoft PaperPort 11** from the list and click **Change** or **Remove**.

For Windows® XP

1. Click the **Start** button, **Control Panel**, **Add or Remove Programs**, and click the **Change or Remove Programs** icon.
2. Choose **ScanSoft PaperPort 11** from the list and click **Change** or **Remove**.

For Windows Vista®

1. Click the **Start** button, **Control Panel**, **Programs** and **Programs and Features**.
2. Choose **ScanSoft PaperPort 11** from the list and click **Uninstall**.

3 ControlCenter3

Note

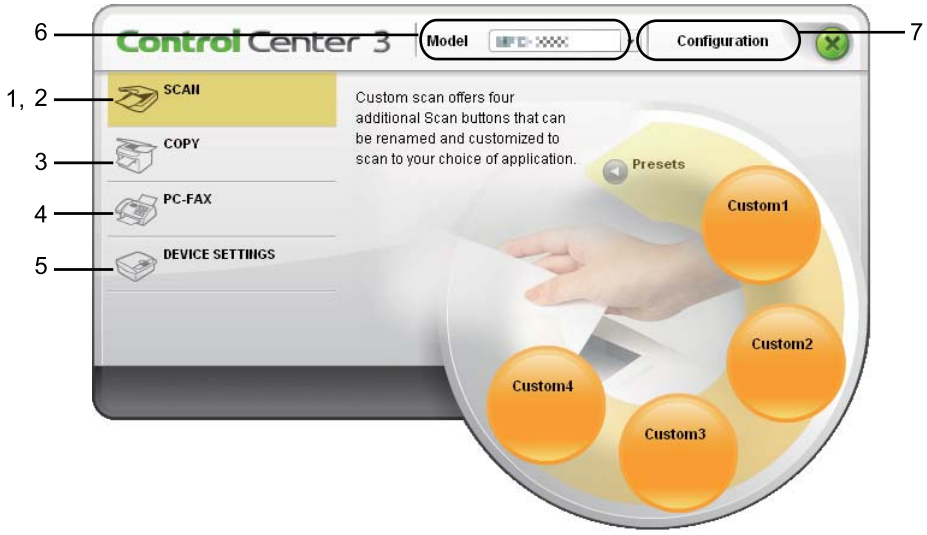
The features available to you in ControlCenter3 may vary depending on the model number of your machine.

Using ControlCenter3

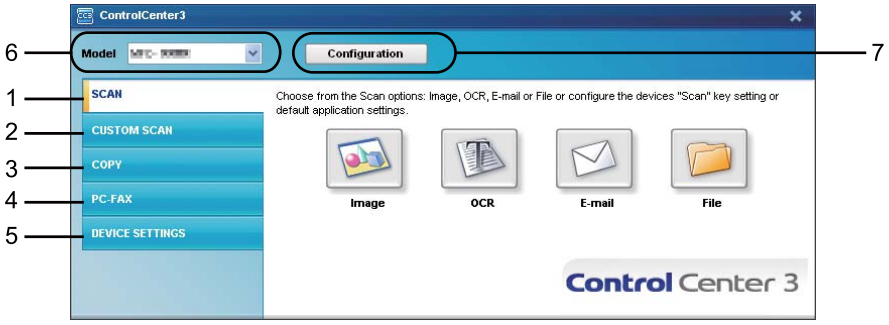
ControlCenter3 is a software utility that lets you quickly and easily access your often used applications. Using ControlCenter3 eliminates the need to manually launch specific applications. ControlCenter3 has the following operations:

1. Scan directly to a file, E-mail, word processor or graphics application of your choice. (1)
2. Access to the Custom Scan settings. Custom Scan buttons let you configure a button to meet your own application needs. (2)
3. Access the Copy features available via your PC. (3)
4. Access the ‘PC-FAX’ applications available for your device. (4)
5. Access the settings available to configure your device. (5)
6. You can choose which machine ControlCenter3 will connect with from the **Model** drop-down list. (6)
7. You can also open the configuration window for each function by clicking the **Configuration** button. (7)

Modern



Classic



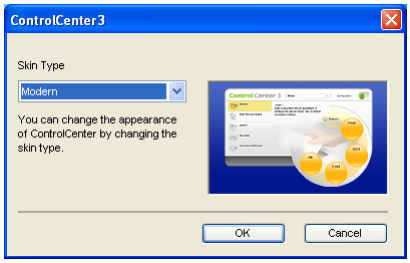
Note

- To be able to choose another connected model from the **Model** drop-down list, you must have the Multi-Function Suite Software installed on your PC for that model.
- For the Modern user interface, you need to install Adobe® Flash® Player 8 or greater. If you do not have Flash Player 8 or greater, you will be prompted so you can download the latest Flash Player.

Switching the user interface

You can choose the Modern or Classic user interface for ControlCenter3.

1. To switch the user interface, click **Configuration** button and select **SETUP** then **SKIN SELECT**.
2. From the **SKIN SELECT** dialog, you can choose your preferred user interface.



Turning the Auto Load feature off

Once you start ControlCenter3 from the Start menu, the icon will appear on the task tray. You can open the ControlCenter3 window by double-clicking the icon.

If you do not want ControlCenter3 to run automatically each time you start your PC:

1. Right-click the ControlCenter3 icon in the task tray

, and choose **Preferences**.
The ControlCenter3 preference window appears.
2. Uncheck **Start ControlCenter on computer startup**.
3. Click **OK** to close the window.

SCAN

There are four scan options: **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

- **Image** *(Default: Microsoft® Paint)*

  Lets you scan a page directly into any graphic viewer/editor application. You can choose the destination application, such as Microsoft® Paint, Corel® Paint Shop Pro®, Adobe® Photoshop®, or any kind of image editing application on your PC.

- **OCR** *(Default: Microsoft® Notepad)*

  Lets you scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as Microsoft® Notepad, Microsoft® Word, Corel® WordPerfect® or any word processing application on your PC.

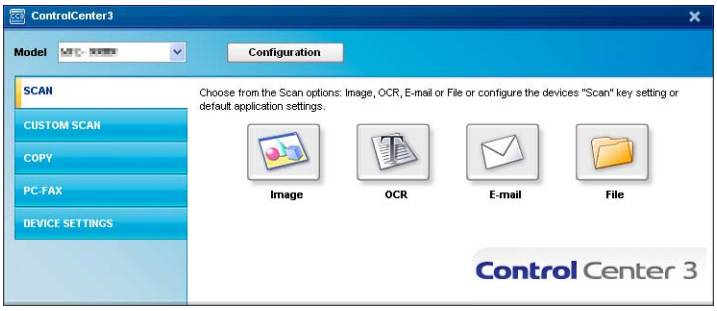
- **E-mail** *(Default: your default E-mail software)*

  Lets you scan a page or document directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

- **File**

  Lets you scan directly to a disk file. You can change the file type and destination folder, as needed.

ControlCenter3 gives you the ability to configure the hardware **Scan** key on your machine and the ControlCenter3 Software button for each scan feature. To configure the hardware **Scan** key on your machine choose the **Device Button** tab (right-click each Control Center button and click **ControlCenter Configuration**) in the configuration menu for each of the **SCAN** buttons. To configure the Software button in ControlCenter3 choose the **Software Button** tab (right-click each Control Center button and click **ControlCenter Configuration**) in the configuration menu for each of the **SCAN** buttons.



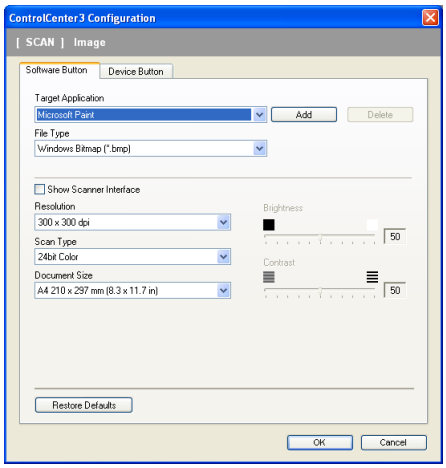
File type

You can choose from the following list of file types when saving to a folder.

- Windows Bitmap (*.bmp)
- JPEG (*.jpg)
- TIFF - Uncompressed (*.tif)
- TIFF - Compressed (*.tif)
- TIFF Multi-Page - Uncompressed (*.tif)
- TIFF Multi-Page - Compressed (*.tif)
- Portable Network Graphics (*.png)
- PDF (*.pdf)

Image (example: Microsoft® Paint)

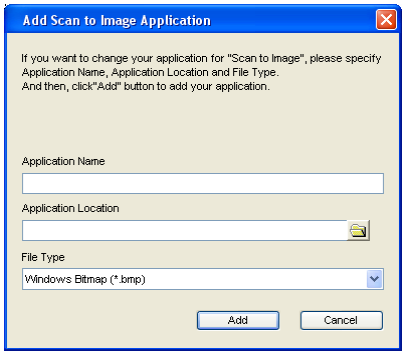
The **Scan to Image** feature lets you scan an image directly into your graphics application for image editing. To change the default settings, right-click the **Image** button, click **ControlCenter Configuration** and click the **Software Button** tab.



If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

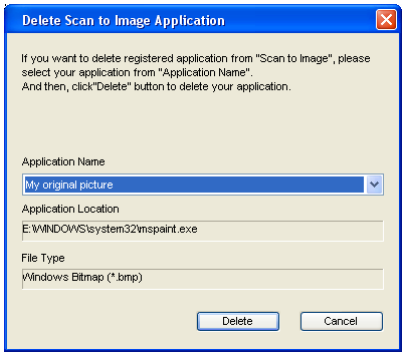
Change the other settings, if needed.

To change the destination application, choose the correct application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button.


Add Scan to Image Application
If you want to change your application for "Scan to Image", please specify Application Name, Application Location and File Type.
And then, click"Add" button to add your application.
Application Name
Application Location
File Type
Windows Bitmap (*.bmp)
Add
Cancel

Enter the **Application Name** (up to 30 characters) and the **Application Location**. You can also find the application location by clicking the icon. Choose **File Type** from the drop-down list.

You can delete an application that you have added by clicking the **Delete** button in the **Software Button** tab.


Delete Scan to Image Application
If you want to delete registered application from "Scan to Image", please select your application from "Application Name".
And then, click"Delete" button to delete your application.
Application Name
My original picture
Application Location
E:\WINDOWS\system32\mspaint.exe
File Type
Windows Bitmap (*.bmp)
Delete
Cancel

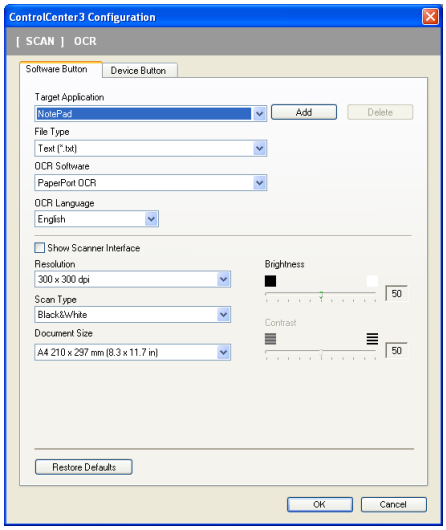
Note

This function is also available for Scan to E-mail and Scan to OCR. The window may vary depending on the function.

OCR (Word Processing program)

Scan to OCR scans a document and converts it into text. This text can be edited using your favorite word processing software.

To configure **Scan to OCR**, right-click the **OCR** button, click **ControlCenter Configuration** and click the **Software Button** tab.



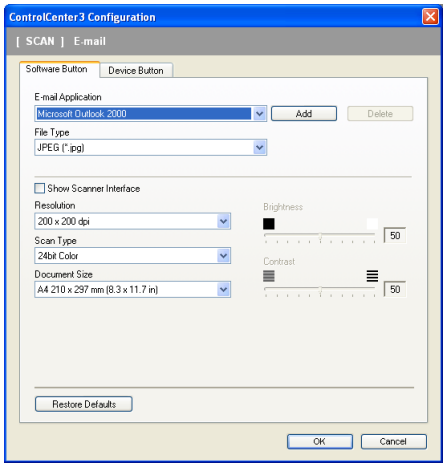
To change the word processing application, choose the destination word processing application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button in the **Software Button** tab.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

You can also configure the other settings for **Scan to OCR**.

E-mail

Scan to E-mail lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment. To change the default E-mail application or attachment file type, right-click the **E-mail** button, click **ControlCenter Configuration** and click the **Software Button** tab.



To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** drop-down list. You can add an application to the list by clicking the **Add** button [1]. To delete an application, click the **Delete** button.

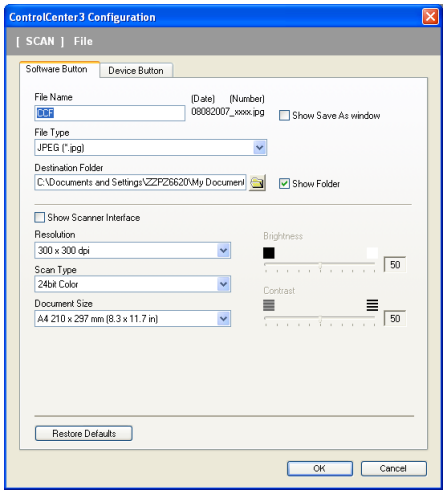
[1] When you first start ControlCenter3 a default list of compatible E-mail applications will appear in the drop-down list. If you are having trouble using a custom application with ControlCenter3 you should choose an application from the list.

You can also change the other settings used to create the file attachments.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

File

The **Scan to File** button lets you scan an image to a folder on your hard disk in one of the file types shown in the file attachment list. To configure the file type, folder and file name, right-click the **File** button, click **ControlCenter Configuration** and click the **Software Button** tab.



You can change the File Name. Enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. File name will be the file name you registered, current date and sequential number.

Choose the file type for the saved image from the **File Type** drop-down list. You can save the file to the default folder shown in the **Destination Folder**, or choose your preferred folder by clicking the icon.

To display where the scanned image is saved when scanning is finished, check the **Show Folder** box. To let you specify the destination of the scanned image every time you scan, check the **Show Save as Window** box.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

CUSTOM SCAN

The **Custom Scan** option lets you create your own scan options.

For Modern interface users, place the mouse pointer over the ◄ and click **Custom**.

To customize a button, right-click the appropriate button and click **ControlCenter Configuration**. There are four options: **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

- **Scan to Image**

  Lets you scan a page directly into any image viewer/editor software. You can choose any image editor application on your PC.

- **Scan to OCR**

  Converts scanned documents into editable text files. You can choose the destination application for the editable text.

- **Scan to E-mail**

  Attaches the scanned images to an E-mail message. You can also choose the file attachment type and create a quick send list of E-mail addresses chosen from your E-mail address book.

- **Scan to File**

  Lets you save a scanned image to any folder on a local or network hard disk. You can also choose the file type to be used.

Modern

Classic

File type

You can choose from the following list of file types when saving to a folder.

- Windows Bitmap (*.bmp)
- JPEG (*.jpg)
- TIFF - Uncompressed (*.tif)
- TIFF - Compressed (*.tif)
- TIFF Multi-Page - Uncompressed (*.tif)
- TIFF Multi-Page - Compressed (*.tif)
- Portable Network Graphics (*.png)
- PDF (*.pdf)

Customizing a user-defined button

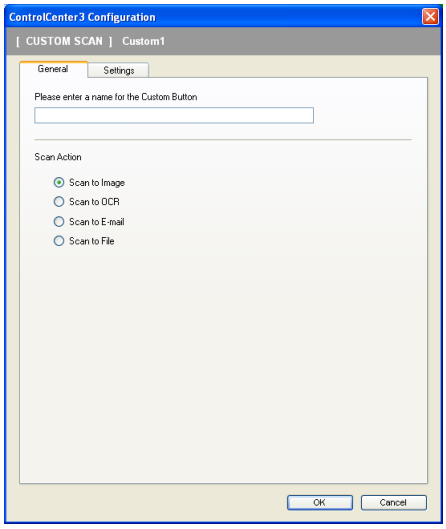
To customize a button, right-click the button, then click the **ControlCenter Configuration** button to see the configuration window.

Scan to Image

- **General** tab

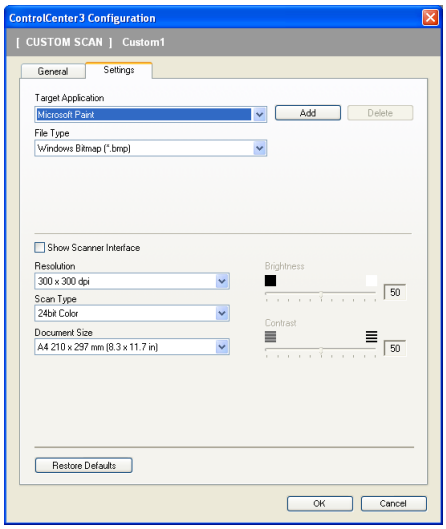
  To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).

  Choose the type of scan from the **Scan Action** field.



■ **Settings** tab

Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

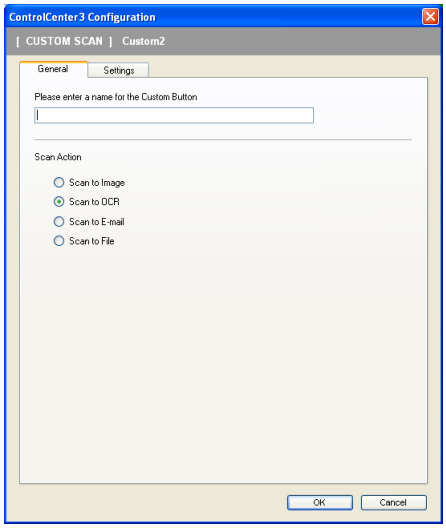


Scan to OCR

■ **General** tab

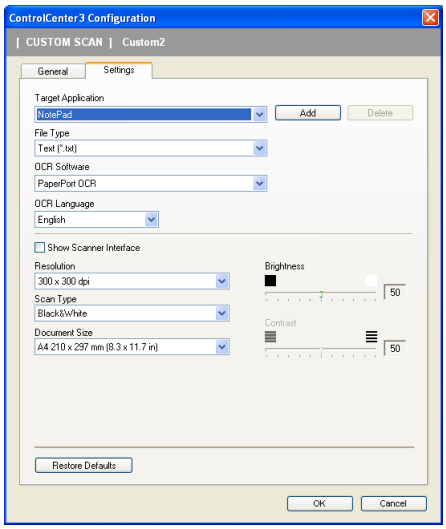
To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).

Choose the type of scan from the **Scan Action** field.



■ **Settings** tab

Choose the **Target Application**, **File Type**, **OCR Software**, **OCR Language**, **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

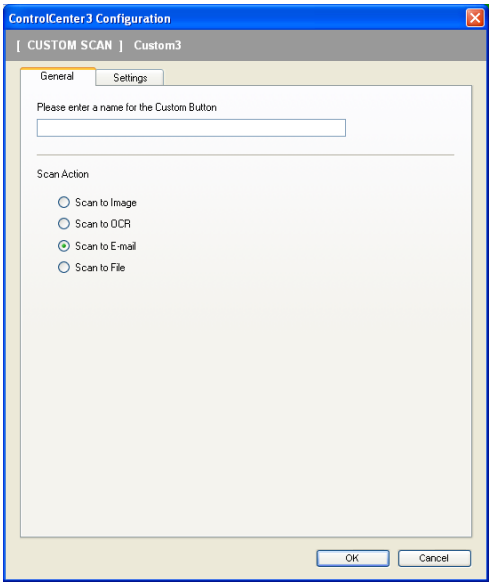


Scan to E-mail

■ **General** tab

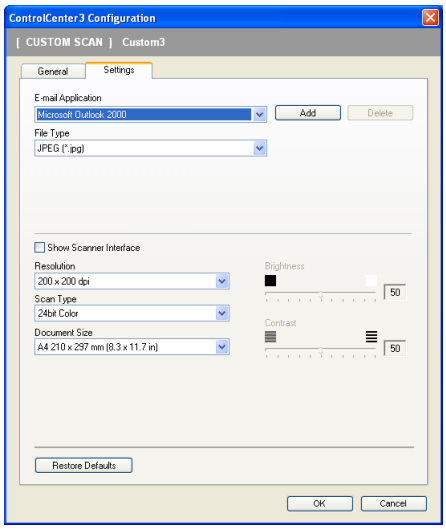
To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).

Choose the type of scan from the **Scan Action** field.



■ **Settings** tab

Choose the **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

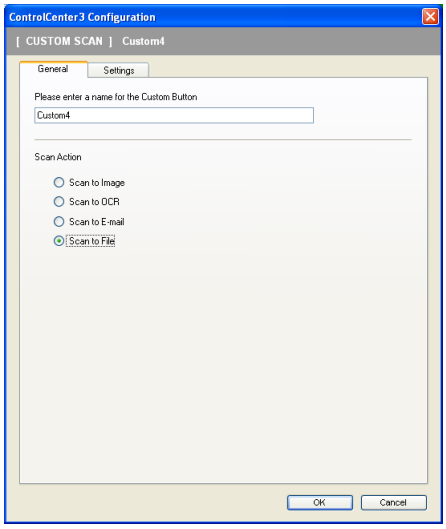


Scan to File

■ **General** tab

To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).

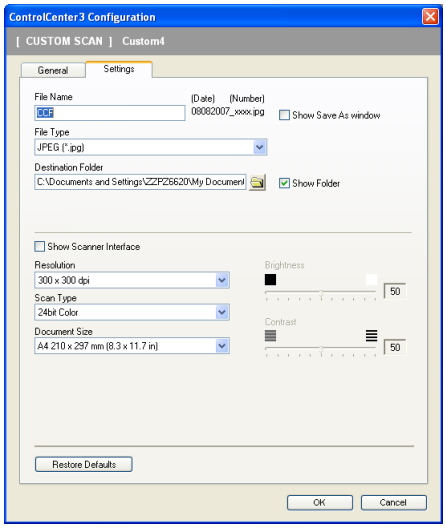
Choose the type of scan from the **Scan Action** field.



■ **Settings** tab

Choose the file format from the **File Type** drop-down list. Save the file to the default folder which is shown in the **Destination Folder** box or choose your preferred folder by clicking the icon. Check **Show Folder** to show where the scanned image is saved after scanning. Check **Show Save As Window** to specify the destination of the scanned image after every scan.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings and enter the file name if you want to change.



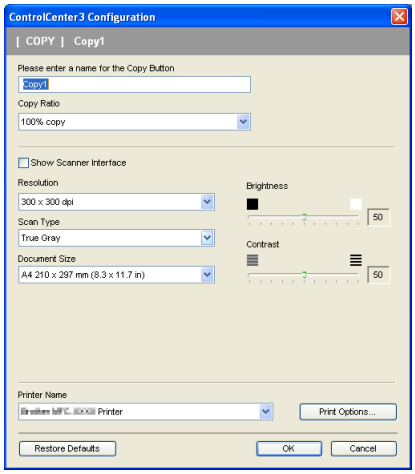
COPY

Lets you use the PC and any printer driver for enhanced copy operations. You can scan a page on the machine and print copies using any of the features of the machine's printer driver, or you can direct the copy output to any standard printer driver installed on the PC including network printers.

You can configure your preferred settings on up to four buttons.

The **Copy1** to **Copy4** buttons can be customized to let you use advanced copy functions such as N in 1 printing.

To use the **Copy** buttons, configure the printer driver by right-clicking the button and choosing the **ControlCenter Configuration**.

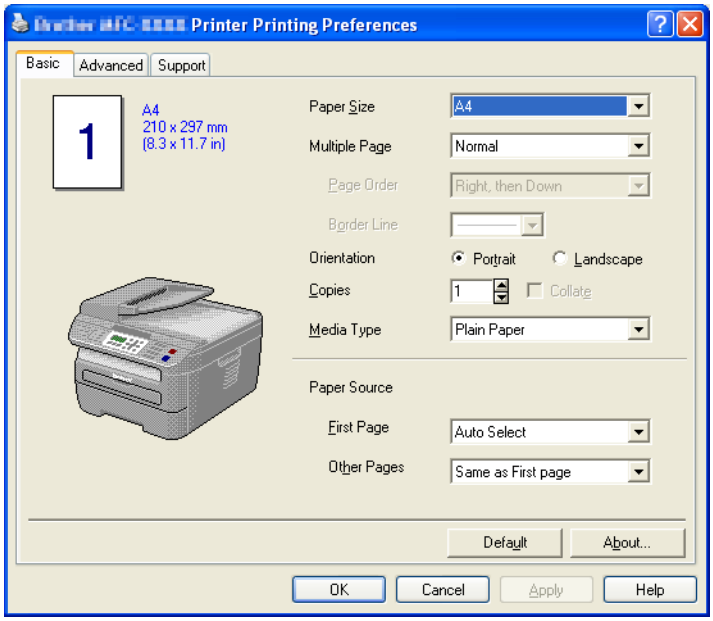


Enter a name in **Please enter a name for the Copy Button** text field (up to 30 characters) and choose **Copy Ratio**.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, choose the **Printer Name**. To display the printer driver settings, click the **Print Options...** button and then **Properties...** button.

In the printer driver settings dialog box, you can choose advanced settings for printing.



Note

You must configure each of the copy buttons before they can be used.

PC-FAX (SP 1200SF only)

The PC-FAX option lets you send and receive faxes. You can also configure the address book and change some general machine settings.

These buttons are for sending or receiving faxes using the PC-FAX application.

■ **Send**

Lets you scan a page or document and automatically send the image as a fax from the PC using the PC-FAX software. (See *PC-FAX sending* on page 75.)

■ **Receive**

By clicking this button, the PC-FAX receive software is activated and your PC starts receiving fax data from your machine. After activating the PC-FAX option, the icon name changes to **View Received** which when clicked will open an application and display the received faxes. Before using the PC-FAX Receive option, you must select the PC-FAX Receive option from the control panel menu of the machine. (See *PC-FAX receiving* on page 88.)

■ **Address Book**

Lets you open the PC-FAX address book. (See *Address Book* on page 82.)

■ **Setup**

Lets you configure the PC-FAX sending settings. (See *Sending setup* on page 76.)

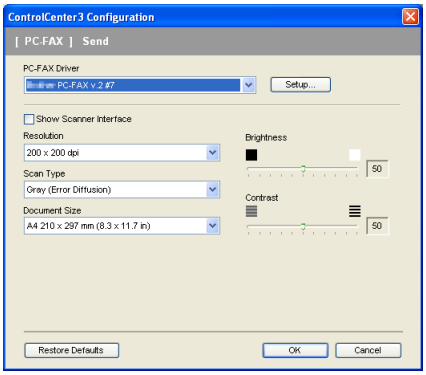
Note

PC-FAX supports Black and white faxing only.

Send

The **Send** button lets you scan a document and automatically send the image as a fax from the PC using the PC-FAX software. (See *PC-FAX sending* on page 75.)

To change the **Send** settings, right-click the **Send** button and click **ControlCenter Configuration**. You can change the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.



Receive/View Received

The PC-FAX Receiving software option lets you view and store your faxes on your PC. It is automatically installed when you install the Multi-Function Suite.
By clicking the **Receive** button, the PC-FAX Receive function is activated and starts to receive fax data from your machine. Before you use the PC-FAX Receive function, you must select the PC-FAX Receive option from the control panel menu of the machine. (See *Enabling PC-FAX Receiving software on your machine* on page 89.)
To configure the PC-FAX Receive software, see *Setting up your PC* on page 90.

When the PC-FAX receiving software is running, you can open the viewer application with the **View Received** button. (PaperPort™ 11SE)

Note

You can also activate the PC-FAX receiving software from the start menu. (See *Running the PC-FAX Receiving software on your PC* on page 89.)

Address Book

The **Address Book** button lets you add, amend or delete contacts from your address book. To edit this address book, click the **Address Book** button to open the dialog box. (See *Address Book* on page 82.)

Setup

By clicking the **Setup** button, you can configure the user settings of the PC-FAX application.

(See *Setting up user information* on page 75.)

DEVICE SETTING

You can configure or check the machine settings.

- **Remote Setup** (SP 1200SF only)

  Lets you open the Remote Setup Program. (See *Remote Setup* on page 74.)

- **Quick-Dial** (SP 1200SF only)

  Lets you open the Set Quick-Dial window of Remote Setup. (See *Remote Setup* on page 74.)

- **Status Monitor**

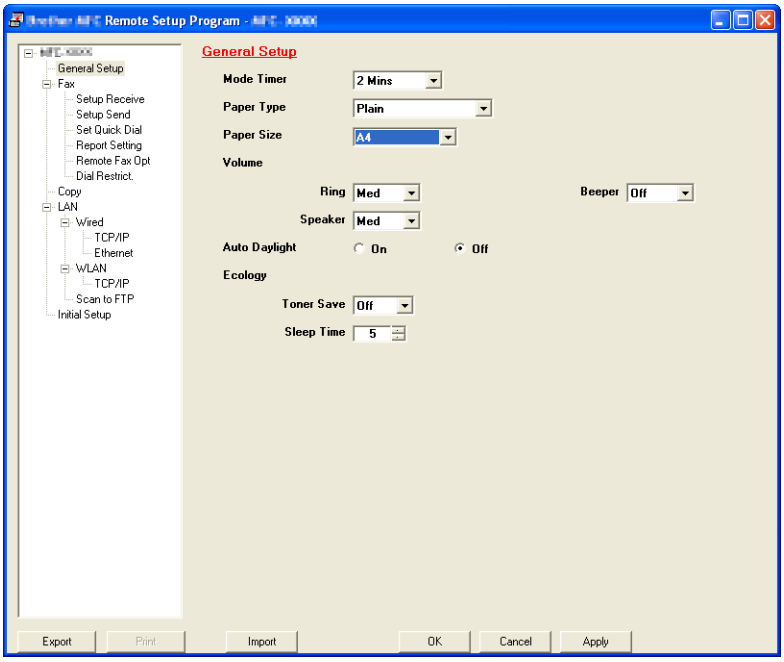
  Allows you to open the Status Monitor Utility. (See *Status Monitor* on page 6)

Remote Setup (SP 1200SF only)

The **Remote Setup** button lets you open the Remote Setup Program window to configure the machine setting menus.

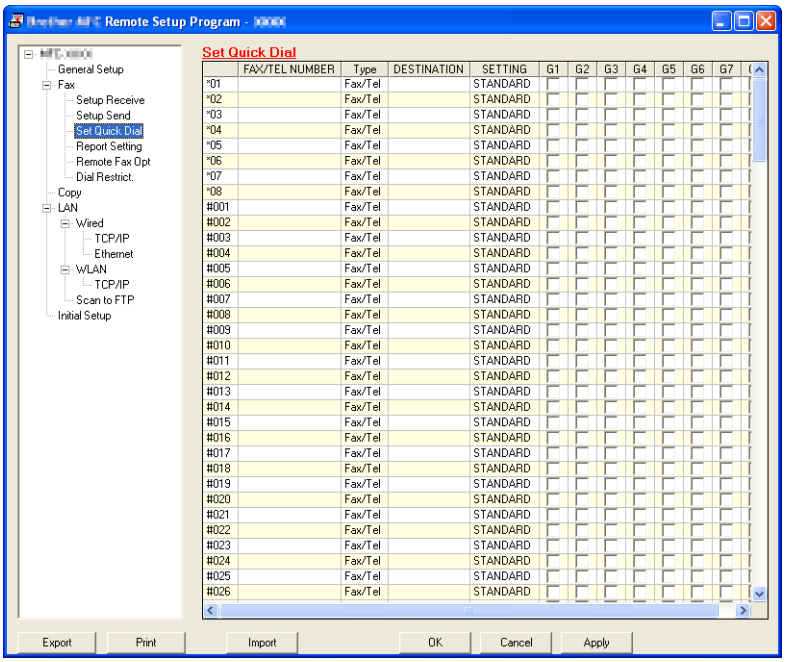
Note

For details, see *Remote Setup* on page 74.



Quick-Dial (SP 1200SF only)

The **Quick-Dial** button lets you open the **Set Quick-Dial** window in the Remote Setup Program. You can then easily register or change the Quick-Dial numbers from your PC.



Status Monitor

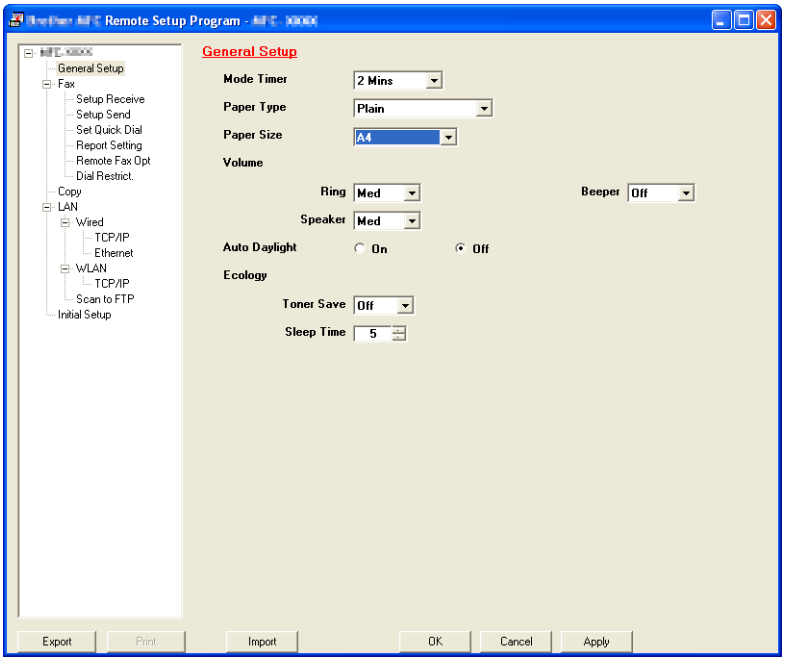
The **Status Monitor** button allows you to monitor the status of one or more devices, allowing you to get immediate notification of errors such as paper empty or paper jam. (See *Status Monitor* on page 6)

4 Remote Setup (SP 1200SF only)

Remote Setup

The Remote Setup program lets you configure many machine settings from a Windows® application. When you start this application, the settings on your machine will be downloaded automatically to your PC and displayed on your PC screen. If you change the settings, you can upload them directly to the machine.

Click the **Start** button, **All Programs**, **SP 1200 series**, **TYPE 1200SF**, and **Remote Setup**.



- **OK**

  Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

- **Cancel**

  Lets you exit the Remote Setup application without uploading data to the machine.

- **Apply**

  Lets you upload data to the machine without exiting the Remote Setup application.

- **Print**

  Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

- **Export**

  Lets you save the current configuration settings to a file.

- **Import**

  Lets you read the settings from a file.

Note

You can use the **Export** and **Import** buttons to save Quick Dial or all your settings for your machine.

5 PC-FAX Software (SP 1200SF only)

PC-FAX sending

The PC-FAX feature lets you to use your PC to send a document from an application as a standard fax. You can even attach a cover page. All you have to do is set up the receiving parties as members or groups in your PC-FAX Address Book or simply enter the destination address or fax number into the user interface. You can use the Address Book Search feature to quickly find members to send to.

Note

- If you are using Windows® 2000 Professional, Windows® XP, Windows Vista® and Windows® 7 you must log on with Administrator rights.
- The PC-FAX software can only send Black & White fax documents.

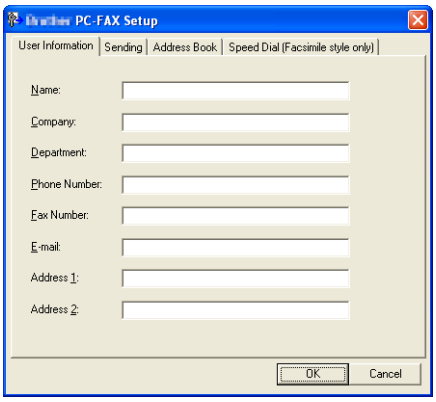
Setting up user information

Note

You can access **User Information** from the FAX Sending dialog box by clicking the icon.

(See *Sending a file as a PC-FAX using the Facsimile style user interface* on page 78.)

1. Click the **Start** button, **All Programs**, **SP 1200 series**, **TYPE 1200SF**, **PC-FAX Sending**, then **PC-FAX Setup**.
   The **PC-FAX Setup** dialog box appears:



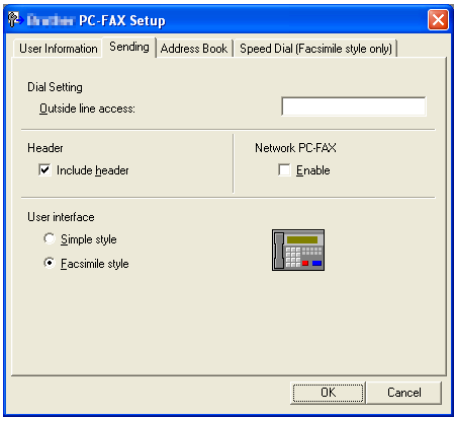
2. Enter this information to create the fax header and cover page.
3. Click **OK** to save the **User Information**.

Note

You can set up the **User Information** separately for each Windows® account.

Sending setup

From the **PC-FAX Setup** dialog box, click the **Sending** tab to display the screen below.



■ **Outside line access**

Enter a number to access an outside line here. This is sometimes required by local PBX telephone systems (for example, dialling 9 to get an outside line in your office). For PC-Fax send, this number will be applied and Dial Prefix set in the function menu will be ignored.

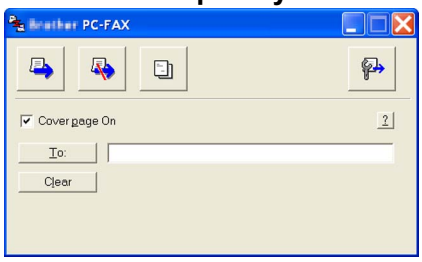
■ **Include header**

To add the header information you entered in the User Information tab to the top of your sent faxes, check the **Include header** box. See *Setting up user information* on page 75.

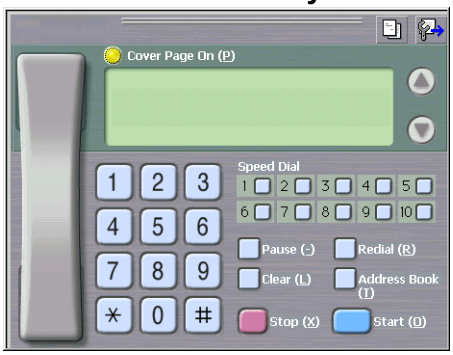
■ **User interface**

Choose the user interface from two choices: Simple style or Facsimile style.

Simple style



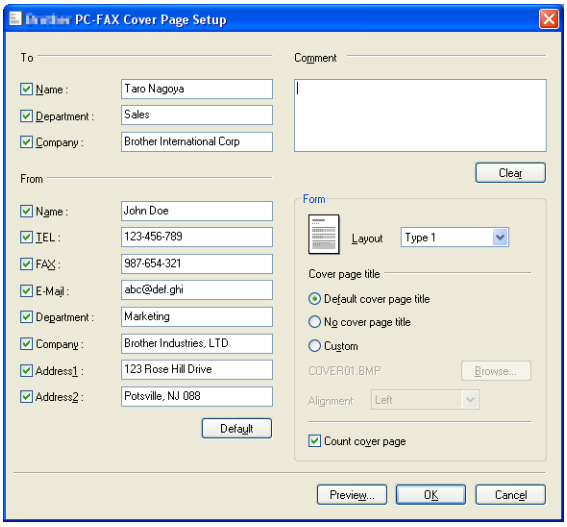
Facsimile style



Setting up a cover page

From the PC-FAX dialog box, click the icon to access the PC-Fax Cover Page setup screen.

The **PC-FAX Cover Page Setup** dialog box appears:



Entering cover page information

Note

If you are sending a fax to more than one recipient, the recipient information will not be printed on the cover page.

- **To**

  Choose the recipient information you want to add to the cover page.

- **From**

  Choose the sender information you want to add to the cover page.

- **Comment**

  Enter the comment you want to add to the cover page.

- **Form**

  Choose the cover page format you want to use.

- **Cover page title**

  If you choose **Custom**, you can put a bitmap file, such as your company logo, on the cover page.

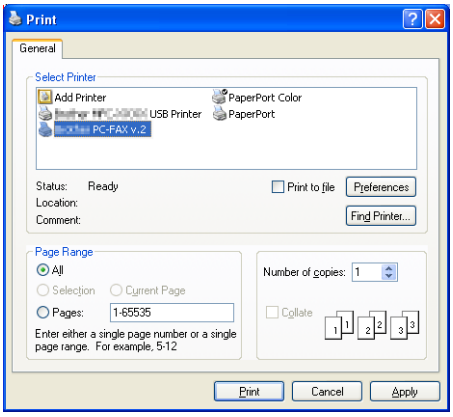
  Use the browse button to choose the BMP file, and then choose the alignment style.

- **Count cover page**

  Check **Count cover page** to include the cover page in the page numbering.

Sending a file as a PC-FAX using the Facsimile style user interface

1. Create a file in any application on your PC.
2. Click **File**, then **Print**.
   The **Print** dialog box appears:



3 Choose **PC-FAX v.2** as your printer, and then click **Print**.
The Facsimile style user interface appears:

Note

If the Simple style user interface appears, change the user interface selection setting. (See *Sending setup* on page 76.)

4 Enter a fax number using any of the following methods:

- Use the dial pad to enter the number.
- Click any of the 10 **Speed-Dial** buttons.
- Click the **Address Book** button, and then choose a member or group from the Address Book.

If you make a mistake, click **Clear** to delete all the entries.

5 To include a cover page, click **Cover Page On**.

Note

You can also click the cover page icon to create or edit a cover page.

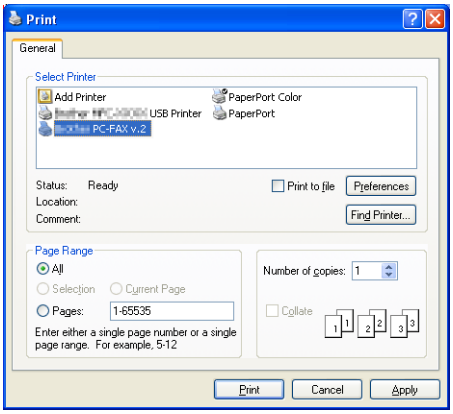
6 Click **Start** to send the fax.

Note

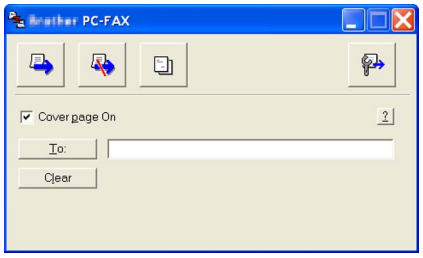
- If you want to cancel the fax, click **Stop**.
- If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

Sending a file as a PC-FAX using the Simple style user interface

1. Create a file in any application on your PC.
2. Click **File**, then **Print**.
   The **Print** dialog box appears:



3. Choose **PC-FAX v.2** as your printer, and then click **Print**.
   The Simple style user interface appears:



Note

If the Facsimile style user interface appears, change the user interface selection setting. (See *Sending setup* on page 76.)

4. Enter the fax number using any of the following methods:
   - Enter the fax number in the **To:** field.
   - Click the **To:** button, and then choose destination fax numbers from the Address Book.

   If you make a mistake, click **Clear** to delete all the entries.
5. To send a cover page and note, check **Cover Page On**.

Note

You can also click the icon to create or edit a cover page.

6. Click the send icon.

Note

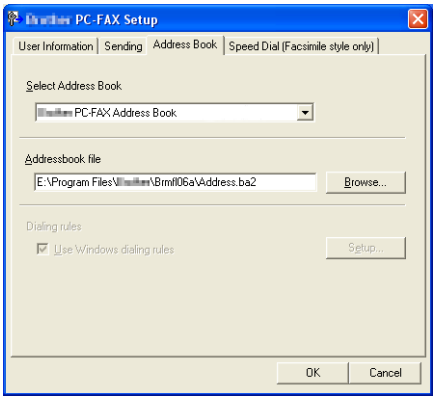
If you want to cancel the fax, click the cancel icon.

Address Book

If Outlook or Outlook Express is installed on your PC, you can choose in the **Address Book** tab which address book to use for PC-FAX sending. There are four types: Address Book, Outlook, Outlook Express or Windows Mail Address.

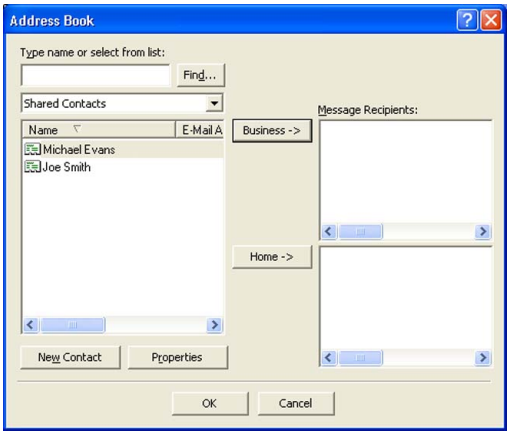
For the address book file, you must enter the path and file name of the database file which contains the address book information.

Click the **Browse** button to choose the database file.



If you choose Outlook or Outlook Express, you can use the Outlook, Outlook Express Address Book (for Windows® 2000/XP) or Windows Mail Address (for Windows Vista® and Windows® 7) by clicking the **Address Book** button in the FAX Sending dialog box.

Outlook Express Address Book

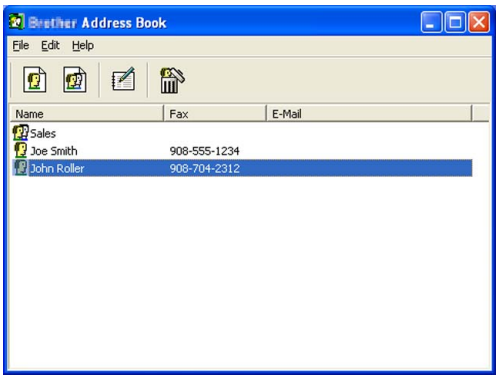


Note

To use your Outlook Address Book, you must select Microsoft® Outlook 2000, 2002, 2003 or 2007 as your default E-mail application.

Address Book

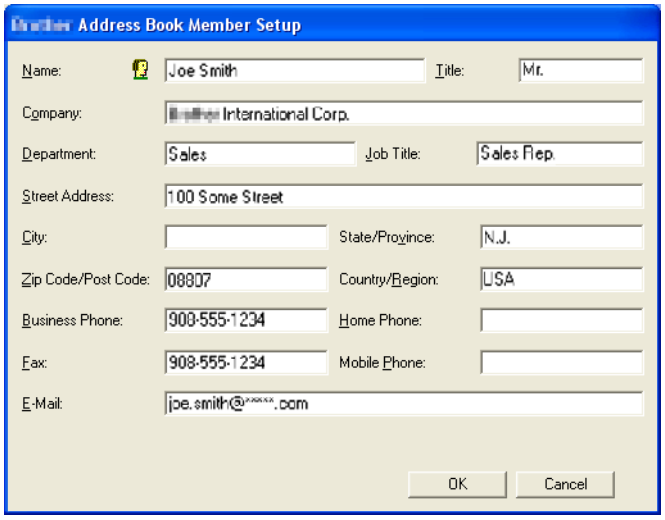
1. Click the **Start** button, **All Programs**, **SP 1200 series**, **TYPE 1200SF**, **PC-FAX sending**, then **PC-FAX Address Book**.
   The **Address Book** dialog box appears:



Setting up a member in the Address Book

In the **Address Book** dialog box you can add, edit and delete members and groups.

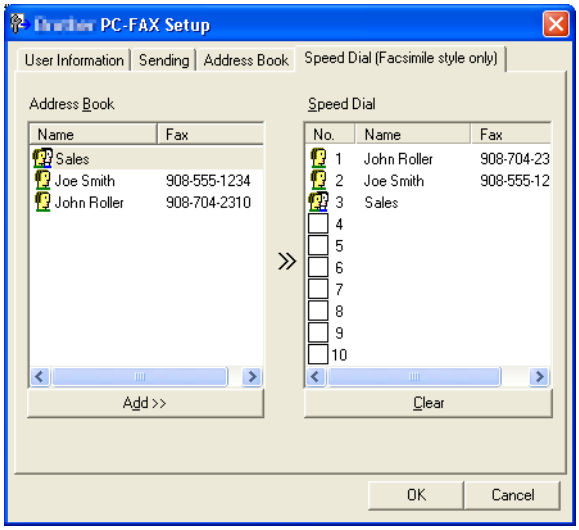
1. In the Address Book dialog box, click the icon to add a member.
   The **Address Book Member Setup** dialog box appears:



2. In the Member Setup dialog box, enter the member's information. **Name** is a required field. Click **OK** to save the information.

Speed Dial setup

From the **PC-FAX Setup** dialog box, click the **Speed Dial** tab. (To use this feature, you must choose the **Facsimile style** user interface.)



You can register a member or group on each of the ten **Speed Dial** buttons.

Registering an address in a Speed Dial button

1. Click the **Speed Dial** button you want to program.
2. Click the member or group you want to store on the **Speed Dial** button.
3. Click **Add >>**.

Clearing a Speed Dial button

1. Click the **Speed Dial** button you want to clear.
2. Click **Clear**.

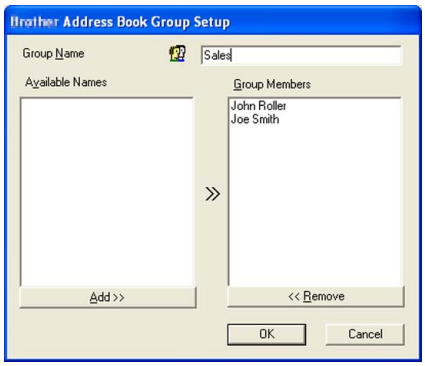
Note

You can select a speed dial from the PC-FAX interface to make sending a document easier & faster.

Setting up a group for broadcasting

You can create a group to send the same PC-FAX to several recipients at one time.

1. In the **Address Book** dialog box, click the icon to create a Group.
   The **Address Book Group Setup** dialog box appears:



2. Enter the name of the new group in the **Group Name** field.
3. In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.
4. After all the members you want have been added, click **OK**.

Note

You can have up to 50 members in a group.

Editing member information

1. Choose the member or group you want to edit.
2. Click the edit icon.
3. Change the member or group information.
4. Click **OK**.

Deleting a member or group

1. Choose the member or group you want to delete.
2. Click the delete icon.
3. When the confirmation dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). You can also create a vCard for an address book member that can be attached to an outgoing E-mail. (A vCard is an electronic business card that contains the sender's contact information.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

Exporting Address Book entries

Note

If you choose vCard in ❶, **Save as type:** will be **Vcard (*.vcf)**.

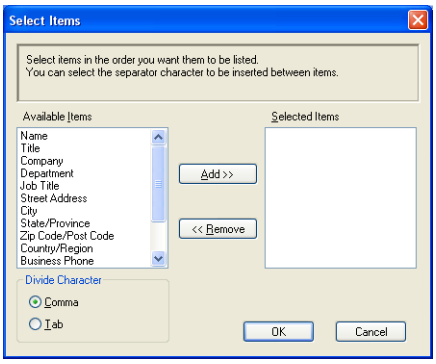
1. Do one of the following:
   - From the Address Book, click **File**, **Export**, then **Text**.
   - From the Address Book, click **File**, **Export**, then **Vcard** and go to ❺.
2. From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.

Note

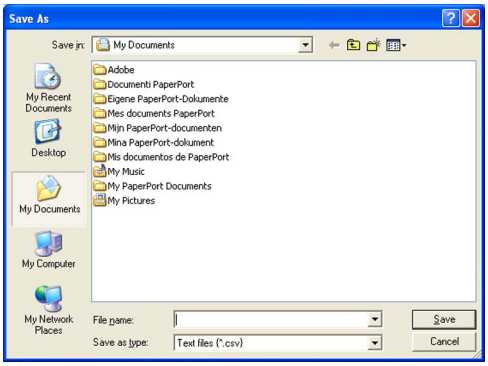
Choose the items in the order you want them listed.

3. If you are exporting to an ASCII file, choose **Tab** or **Comma** from **Divide Character**. This chooses **Tab** or **Comma** to separate the data fields.

4 Click **OK** to save the data.



5 Enter the name of the file, and then click **Save**.

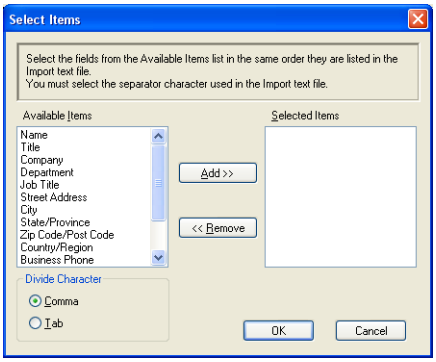


Importing to the Address Book

You can import ASCII text files (*.csv) or vCards (electronic business cards) into your Address Book.

Importing an ASCII text file

1. Do one of the following:
   - From the Address Book, click **File**, **Import**, then **Text**.
   - From the Address Book, click **File**, **Import**, then **Vcard** and go to ❺.

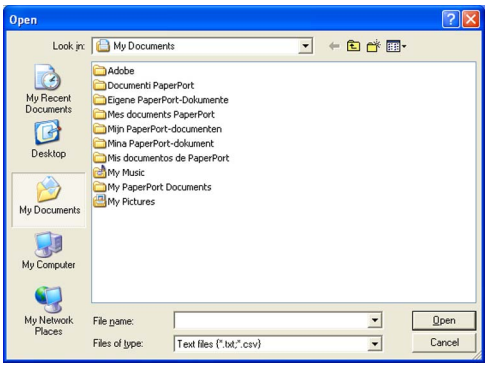


2. From the **Available Items** column, choose the data fields you want to import, and click **Add >>**.

Note

From the Available Items list choose the fields in the same order they are listed in the import text file.

3. Choose **Tab** or **Comma** based on the file format you are importing from **Divide Character**.
4. Click **OK** to import the data.
5. Enter the name of the file, and then click **Open**.



Note

If you chose a text file in ❶, **Files of type**: will be **Text file (*.csv)**.

PC-FAX receiving

Note

The PC-FAX software can only receive Black & White fax documents.

The PC-FAX Receive Software lets you view and store faxes on your PC. It is automatically installed when you install the Multi-Function Suite and works on locally connected machines.

When enabled, your machine will receive faxes in its memory. Once it has received the fax, it will automatically be sent to your PC.

If you turn your PC off, your machine will continue to receive and store your faxes in its memory. The machine LCD will display the number of stored faxes received, for example:


```
PC Fax Msg:001
```

When you switch your PC on, the PC-FAX Receive Software automatically transfers your faxes to your PC.

To enable the PC-FAX Receive Software, do the following:

- Before you use the PC-FAX Receive function, you must choose PC-FAX Receive from the menu on the machine.
- Run the PC-FAX Receive software on your PC. (We recommend you select the Add to Startup folder check box, so that the software automatically runs and can transfer any faxes on PC startup.)

Enabling PC-FAX Receiving software on your machine

You can optionally enable the Backup Print option. When enabled, the machine will print a copy of the fax before the fax is sent to the PC or the PC is switched off.

1. Press **Menu**, **2**, **5**, **1**.
2. Press ▲ or ▼ to choose `PC Fax Receive`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off`.
   Press **OK**.
4. Press **Stop/Exit**.

Note

If you choose `Backup Print:On`, the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC. The fax messages are automatically erased from your machine's memory when they have been successfully printed and sent to your PC. When Backup Print is off, your fax messages are automatically erased from your machine's memory when they have been successfully sent to your PC.

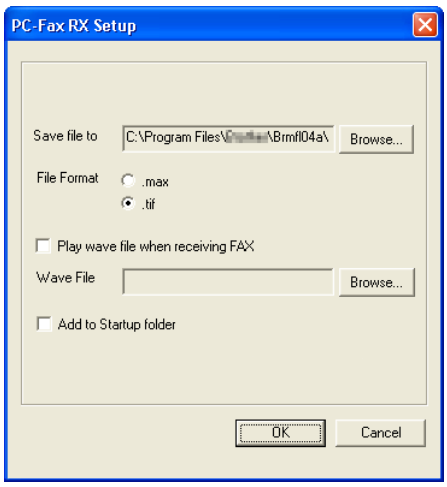
Running the PC-FAX Receiving software on your PC

Click the **Start** button, **All Programs**, **SP 1200 series**, **TYPE 1200SF**, **PC-FAX Receiving** and **Receive**.

The PC-FAX icon appears in your PC tasktray.

Setting up your PC

1. Right-click the PC-FAX icon on your PC tasktray, and then click **PC-Fax RX Setup**. The **PC-Fax RX Setup** dialog box appears:



2. In **Save file to**, click the **Browse** button if you want to change the path where PC-FAX files are saved.
3. In **File Format**, choose **.tif** or **.max** as the received document format. The default format is **.tif**.
4. To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.
5. To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.

Viewing new PC-FAX messages

Each time your PC is receiving a PC-FAX, the icon will alternate between and . Once the fax has been received, the icon will change to . The icon will change to once the received fax has been viewed.

1. Double-click to run PaperPort™.
2. Open the Fax Received folder.
3. Double-click any new faxes to open and view them.

Note

The name title of your unread PC message will be based on the date and time that the messages were received until you assign a file name. For example ‘Fax 2-20-2006 16;40;21.tif’.

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This product is approved for use in the country of purchase only.

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